



405 S. Banker Street • P.O. Box 629 • Effingham, IL 62401-0629

Phone: (217) 342-9412 • FAX: (217) 347-5949

Job Title: Location Manager
Location: Mulberry Grove
Reports to: Mike Welbourne

If you are qualified for this position and have an interest, please contact Mike at 217-342-9231 or email at mwelbourne@tgmfs.com

Job Summary:

Under the direction of the Grain Manager, the Location Manager is responsible for coordinating all purchases, operations, public relations and control activities within the location in a profitable manner. Train, organize and direct employees. Cooperate with other supervisory personnel to insure overall company growth.

Essential Functions:

- Purchase grain and report transactions to Effingham in a timely manner.
- Supervise weighing and testing of grain-inbound and outbound.
- Supervise payment of grain purchases.
- Maintain and review all records including purchases, sales, long and short position, storage position, grain contracts and inventory.
- Supervise storage, grain banking, and grain drying and shipping of grain.
- Maintain an accurate inventory system to protect grain.
- Responsible for monitoring the grade and condition of all grain on hand.
- Responsible for making sure the facility and equipment are clean and maintained.
- Maintain accurate maintenance records.
- Recruit and select qualified personnel.
- Train, organize and direct the work force.
- Monitor compliance of all safety activities and regulatory compliance.
- Attend all grain meetings when feasible.
- All other duties as assigned.

Perform public relations functions by maintaining contacts with Farm Bureau, FFA chapters, 4-H programs, ag related businesses and organizations.

Supervisory Responsibilities:

Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.