ADM Processing

Merchandising Intern - Frankfort, IN
This is a part time, Non Exempt position

Job Summary:
ADM Soy Processing seeks a part-time Merchandiser Intern. The position requires a dedicated, trustworthy and detail-oriented person with the desire and ability to provide support for the merchandising of soybeans and soy products. The successful candidate will have a strong understanding of the dynamics of the business and priorities of the company.

Job Qualifications:
Education: Junior or Senior level student working toward Bachelor's Degree

Requirements:
- Excellent organizational and time management skills with an attention to detail and follow-up.
- Good working knowledge of Microsoft applications (Word, Power Point, Excel)
- Ability to make good independent decisions.
- Ability to resolve routine problems independently.
- Excellent interpersonal, leadership and communications skills are required, including creative problem-solving abilities when called for.

Main Duties, Responsibilities, and Functions:
- Answer phones, buy grain and sell soybean meal and soy hull pellets
- Manage contract entry, purchase and sale contract applications, contract maintenance.
- Maintain a daily basis sheet for soybeans and soybean meal.
- Review of past due grain contracts & expired product contracts
- Review of aging accounts receivable
- Gain an introductory understanding of grain merchandising

Relocation assistance is not available with this position.

ADM requires the successful completion of a pre-employment drug screen and a background check.

ADM is an EOE for minorities, females, protected veterans and individuals with a disability.

To Apply: