

Education and/or Experience: Bachelor's degree in agriculture or business related field; Five years experience in sales and/or marketing; or equivalent combination of education and experience. Knowledge of agricultural markets required. Customer relations and people management background essential.

Language Skills: Ability to read, analyze and interpret documents, general business periodicals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information in one-on-one and small group situations to customers, supervisors, and other employees of the organization.

Mathematical Skills: Ability to apply concepts of basic math and algebra and calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual must have basic computer software understanding for accurate data entry and reporting; Experience in Microsoft Word, Excel, and Outlook programs.

Certificates, Licenses, Registrations: A valid driver's license is required.

Other Skills, Abilities and Qualifications: Accurate keyboard operator. Must have strong and effective verbal and written communication skills for dealing with sales staff, internal personnel, suppliers, and customers. Marketing experience is a plus. Must be able to multitask with several projects occurring at the same time.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is required to: use hands and fingers, and talk and hear. The employee is required to sit, sometimes for long periods of time, and reach with hands and arms. The employee is occasionally required to stand and walk. Must possess all vision functions required to maintain a driver's license and work at a computer. Must be willing and able to tolerate and endure long working hours during peak busy seasons and maintain alertness under stressful conditions. Travel overnight is required on an estimated level of 50-60 nights/year.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions while traveling. Conditions in the office environment are quiet to moderate.

After reading the contents of this job description, I understand the responsibilities, requirements and duties expected of me. I realize this document is intended to be an accurate reflection of the position; however, United Suppliers, Inc. reserves the right to revise, add or eliminate job functions and duties as conditions warrant. I also understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek to achieve the company's goals. I further understand that this job description does not constitute a contract of employment, nor alter my status as an "at-will" employee.

Employee's Name (print)

Supervisor's Name (print)

Employee's signature

Date

Supervisor's signature

Date