



**Position Title:** Livestock Operations & Patron Services Specialist

**Location:** Corporate Baraboo Office- Onsite

## **Position Description**

### **Overview:**

Equity, Wisconsin's largest livestock marketing cooperative, is also one of the nation's largest livestock marketing organizations. Service to its members is a primary obligation of all employees. The responsibility of the Livestock Operations & Patron Services Specialist is to positively conduct activities and services under the direction of the Jr. Vice President of Marketing. The role of this position is to provide assistance to the Commodities, Sheep and Calf division, as well as non-auction operations staff. This position will conduct daily tasks in a manner that meets all Cooperative policies, and manage daily responsibilities in accordance with established goals, plans, procedures, and budgets as directed by the Jr. Vice President of Marketing and Chief Operations Officer

### **Essential Functions:**

1. Promotes the advantage of doing business with Equity Cooperative Livestock Sales Association
2. Acts in compliance with all applicable State and Federal Rules and Regulations and Equity Cooperative Livestock Sales Association
3. **Operation Support**
  - Responsible for the day-to-day tasks of the Commodities, Sheep and Calf Division
  - Maintaining daily and weekly statewide market reports
  - Assist executive leadership team with special project work
  - Assist audit functions under the direction of the executive leadership team
4. **Online Auctions**
  - Create and distribute lot listing for Equity Electronic Lamb Division
  - Contact and notify buyers of upcoming sales
  - Receive and input bids from buyers during an auction
  - Create and oversee an auction as needed
  - Coordinate post sale activities
5. **Contracting**
  - Create, record, track, and execute livestock contracts
  - Assist accounting with contract payouts writeups
  - Discuss and present all contract types with patrons
  - Help producers understand contract results and discuss opportunities for growth
6. **Patron Services**
  - Fielding phone calls from patrons
  - Educating patrons on available services
  - Prospecting and developing new accounts
  - Attend industry related conferences and presentations, as needed
7. Attain copies and track bi-annual scale test inspections from each market.
8. Ensure annual nutrient management plan is in place at each market and maintain accurate records.

9. Track livestock ID requests submitted by the markets.
10. Maintain scrapie tag inventory and files.
11. Perform other duties, as assigned.

**Qualifications and Requirements:**

1. Bachelor's degree in Agribusiness preferred or 2-5 years of related work experience.
2. Basic livestock knowledge
3. Ability to multi-task
4. Strong computer skills
5. High attention to detail and good organizational skills
6. Well developed interpersonal and communication skills
7. Strong, positive history of professionalism and working with people
8. Ability to travel overnight 10-15%