

**Equity Cooperative Livestock Sales Association**  
**Position Description**

**Position Title:** Assistant Market Manager  
**Location:** Sparta  
**Reports to:** Market Manager  
**FLSA Status:** Exempt

**Overview:**

The responsibility of the person in this position is to positively conduct activities and services under the direction of the Market Manager in order to establish a strong, competitive and profitable marketing operation for all patron members, operate daily responsibilities 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 Market Manager.

**Essential Functions:**

1. Promotes the advantages of doing business with Equity Livestock
2. Acts in compliance with all State and Federal Rules and Regulations that apply to the market location and the movement of livestock both intrastate and interstate
3. Ensures compliance with all Equity policies
4. Promotes all Equity Livestock Marketing Programs
5. Provides excellent customer service to all patrons, by assisting with calls, issues, questions, and visits as needed
6. Attends market related meetings and activities
7. Promotes a safe work environment and schedule facility repairs as needed
8. Assists the Market Manager with operation of the livestock market, as directed, including:
  - Supervision and direction of all employees
  - Supervision of all livestock auction sales
  - Supervision of all private treaty livestock transactions

**Qualifications and Requirements:**

1. Minimum of one-year experience working with livestock
2. Experience determining livestock quality and value
3. Basic computer skills
4. Excellent communication and inter-personal skills
5. Problem solving skills.
6. Strong, positive history of professionalism and working with people

If you have questions, please contact Aimee Comte, 608-460-1140

If interested in the position, submit resume or application to [acomte@equitycoop.com](mailto:acomte@equitycoop.com)