

Assistant Sales Representative

at

Melton Seed & Service

Job Description

Melton Seed & Service seeks to hire a new sales representative to work in Carroll, Henry, and Whiteside counties. The new salesperson will be the primary representative of Melton Seed & Service in the area they are assigned to sell. He or she will also be one of the only Channel seedsmen in the vicinity. As such, it is of the utmost importance that the employee is a good representative of both the Melton Seed & Service and Channel brands.

The new sales representative will be expected to expand the footprint of Melton Seed & Service in the assigned area by building relationships with new growers. In addition, the representative should be able to maintain and build upon existing relationships that Melton Seed & Service has with growers in the area.

The new sales representative should also be prepared to assist in the day-to-day operations at Melton Seed & Service. In the spring, the representative will be responsible for delivering seed to growers and helping put in corn and soybean plots. In the summer, the representative will assist in scouting fields and completing Channel's Field Check-Up Series. In the fall and winter, the representative will help in preparation for the next growing season.

Specific duties related to the position may include, but are not limited to, the following:

- Calling on customers for the purpose of selling seed
- Assisting in acquiring new customers and maintaining relationships with existing customers
- Scouting fields for customers
- Documenting contact with customers
- Sorting and distributing seed to customers
- Treating seed
- Managing inventory
- Assisting customers with their precision agricultural data
- Assisting customers with seed plots, including planting, scouting, evaluating, and harvesting
- Accurately and promptly providing invoices to customers and collecting payments
- Helping maintain and update the website and social media accounts
- Maintaining the cleanliness of equipment, the warehouse, and the grounds

The sales representative agrees to perform the aforementioned duties to the best of his or her ability and to the reasonable satisfaction of the owners of Melton Seed & Service.

Salary

Negotiable. There will be a 3-year training period, during which time, the employee will be on a fixed salary. After completing the training period, pay will be at least partially based on commission.

Qualifications

Essential

- Excellent written and oral communication skills
- Either experience or a degree in agribusiness
- Flexibility to work extended hours to meet customer needs
- Experience using a content management system (CMS) and/or social media
- Familiarity with office and/or agricultural software
- Ability to lift 50-60 lb. bags of seed

Desirable

- Understanding of agronomic issues in the production of corn and soybeans
- Knowledge of modern corn and soybean hybrids
- Sales experience, particularly in the agricultural field
- Relationships with growers in either Carroll or Henry county
- A commercial driver's license (CDL)
- A commercial pesticide applicator's license with seed treating endorsement
- A remote pilot license for unmanned aircraft systems (UAS)

Application Information

If you are interested in the position, please e-mail a cover letter and resume to james.melton@channelseedsman.com.

Questions about the position can be directed to either Marc (815-632-7466) or James (815-394-9975). More information about Melton Seed & Service can be found on our website: <https://meltonseedandservice.com>.