

## Miller Milling Position Description

<b>POSITION TITLE:</b>	<b>Sales Intern</b>
<b>REPORTS TO:</b>	National Accounts Sales Manager
<b>CLASSIFICATION:</b>	Exempt
<b>REVISED:</b>	November 2022
<b>Location:</b>	Remote
<b>Hours:</b>	15-40 hours/week Spring and Summer 2023

### Summary:

This position will provide sales support to the Miller Milling sales team as well as provide flour customers with information and pricing consistent with each customer's requirements.

### Primary Duties:

#### *Account Management:*

- Manage account business within assigned segment for mostly small to mid-sized manufacturers.
- Identify and prospect new business opportunities within assigned segments.
- Provide support and service to existing customers with a focus on increasing customer intimacy.
- Communicate marketing and pricing information to the customer and provide guidance on purchasing and other market dynamics as needed to help service the customer.
- Define and understand the customer, competitor and dynamics that affect the markets that Miller Milling serves and ensure that service standards are top tier.
- Monitor margins in markets to assist with internal feedback and guidance.
- Communicate contract balances to customers.
- Assist the Finance department with Accounts Receivables by following up with customers as needed and recommending action to be taken.

#### *Sales Support*

- Manage and monitor reports in PowerBi and share within the sales group
- Provide daily pricing updates to customers
- Organize new account set-up process
- Organize customer events, which includes inviting selected customers, arranging speakers and transportation, etc.
- Enter and update sales functions in the Customer Relationship Management (CRM) system
- Monitor capacity utilization for all locations to ensure customer demand does not exceed mill capacity.
- Desire to learn about wheat markets and understand the driving forces behind flour pricing

### Qualifications:

- Senior in pursuit of bachelor's degree in business, finance, ag-economics or equivalent related experience required
- Preferred internship experience in grain industry, flour sales support or other commodity trading/sales support highly desired
- Excellent communication and interpersonal skills
- Superior time management and organizational skills
- Must be a self-starter and a team player as well as demonstrate creativity and flexibility when problem solving.

- Ability to develop a strong understanding of Miller Milling’s flour business from the farm to the end user
- Proficient in MS Office 365

**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.

- Works in a standard office setting.
- The noise level in the work environment is usually quiet.

**Other (Physical, Mental and Visual skills):**

Frequent periods are spent standing or sitting in the same location with some opportunity to move about; occasionally there may be a need to stoop or lift light objects (typically less than 8 pounds).

- Must be able to move about the office and plants with ease. Must demonstrate sufficient visual and auditory acuity and manual dexterity to use computers and other equipment and the ability to communicate with a variety of people.
- Ability to sit and/or stand for extended periods of time. Intermittent physical activity including bending, reaching and prolonged periods of sitting.
- Ability to move about and communicate with a diverse membership and employee group.
- Ability to accomplish the described responsibilities using computers and technology.
- Ability to work in a changing, challenging and fast paced environment with varying stress levels.
- Occasional exposure to individuals under duress.
- Must be able to lift 20lbs. occasionally.

**Acknowledgment**

*This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the President / CEO or their designee.*

I acknowledge that I have read the job description and requirements for the **Sales Analyst Intern** position, and I certify that I can perform these functions with or without accommodation.

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Employee Signature

Date

*Management has the right to add or change these duties of the position at any time.*

This job description is neither an employment contract nor a legal document.