



# Augusta Cooperative Farm Bureau, Inc.

<b>Job Title:</b>	Field Rep	<b>Job Status:</b>	Full Time
<b>Department/Group:</b>	Fertilizer	<b>Reports To:</b>	Agronomy Manager
<b>FLSA Status:</b>	Exempt	<b>Travel Required:</b>	100%
<b>Job Category:</b>	Outside Sales	<b>Positions Supervised:</b>	None
<b>Work Schedule:</b>	Monday – Friday 8-5; as needed, including Saturdays.		
<b>Job Summary:</b>			
Visit existing customers and initiate contact with potential customers; Sell goods or services; Provide analysis and advice for agriculture production.			
<b>Job Description</b>			
<p><b>TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE QUALIFIED INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.</b></p> <p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Deliver merchandise and collect payment.</li> <li>• Write and record orders for merchandise or enter orders into computers.</li> <li>• Explain products or services and prices and demonstrate use of products.</li> <li>• Contact customers to persuade them to purchase merchandise or services.</li> <li>• Arrange buying parties and solicit sponsorship of such parties to sell merchandise.</li> <li>• Answer questions about product features and benefits.</li> <li>• Circulate among potential customers or travel by foot, truck, or automobile, to deliver or sell merchandise or services.</li> <li>• Order or purchase supplies.</li> <li>• Other duties as assigned.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent required; Bachelor’s Degree preferred</li> <li>• Will have opportunity to acquire required licenses upon hire.</li> <li>• Must be able to speak, read, write and comprehend English.</li> </ul> <p><b>PREFERRED SKILLS</b></p> <ul style="list-style-type: none"> <li>• Communication skills to communicate with staff.</li> <li>• Manual skills to perform cleaning and grounds keeping tasks.</li> <li>• Mechanical skills to operate cleaning equipment and to make minor repairs.</li> <li>• Ability to understand and follow simple oral and/or written directions.</li> <li>• Safety/Security – observes safety and security procedures; reports potentially unsafe conditions; uses equipment and material properly.</li> </ul> <p><b>ADDITIONAL NOTES</b></p> <p>This job description reflects management’s assignment of essential and central functions of this job; It does not restrict management’s rights to assign or reassign duties and responsibilities to this job at any time; Changes to this job description should be expected to meet the changing needs of the business and its customers.</p>			

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus; this job also requires a competent sense of smell.

**Work Environment:**

Travel among farms.

Employee Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated/Reviewed:	08/22/2019		