



LIGHTHOUSE COMMODITIES, LLC

Position: **Grain Merchandising Assistant**

Employment Status: **Fulltime**

Location: Bismarck, ND

Closing Date: 11/30/2024

Hiring Range: \$75,000-\$100,000

Company Overview

Lighthouse Commodities, LLC (LHC) has been providing professional merchandising to farmers since 2015, equipping them with the same tools and resources the rest of the grain supply chain utilizes. To date we've marketed over 175 million bushels of farmer-client grain and evolved to include our own introducing futures brokerage, analytics department, proprietary algorithms, freight brokerage, automated trading systems and numerous other improvements. These Lighthouse advantages are part of a farm marketing service unlike anything else in the industry and we provide that service to farmer clients with over 770,000 acres of annual production.

Position Overview

The Grain Merchandising Assistant is a new role for LHC and will provide client communications, trade processing and administrative support to Grain Merchandising staff. This role will work alongside Grain Merchandisers to process contracts, amendments and futures trades, prepare reports, and communicate trade and execution information with clients.

KEY RESPONSIBILITIES

- Process contracts, amendments, futures trades and other grain trading documents
- Prepare or coordinate client risk summaries and other client merchandising data
- Lead or support key grain reports including Daily Position Report, Spread Position Report, and Daily Trade Report
- Communicate trade confirms, order fills, target adjustments and other regular information with clients
- Help as needed with all other aspects of LHC's farm marketing, trading and logistics activities.

KEY SKILLS and STRENGTHS

- High Accountability. This characteristic, the ability to own tasks and responsibilities with complete commitment, is the single unifying aspect of the LHC team
- Ability to analyze and manage data with high accuracy
- Ability to communicate effectively
- Ability to work independently, in a high stress environment and effectively manage multiple priorities and tasks
- Proficiency in Microsoft Office suite

Work schedule will primarily be normal daytime business hours, Monday through Friday, with additional hours required as needed.

Travel

This position will require infrequent travel to offsite events or meetings.

Minimum Qualifications:

- Associates degree in accounting, business, ag economics, or related field; or equivalent combination of education and work experience
- Basic understanding of grain trading
- Willingness to relocate to Bismarck, ND

Preferred Qualifications:

- Bachelor's Degree in Ag Econ, Business, or similar field; or
- Two years of experience in grain accounting, origination, logistics or other relevant work.

All employment offers will be contingent upon successful completion of a pre-employment drug screening and a federal and state background check.

Application Procedure:

Please submit a resume and cover letter via email.

If you meet the requirements for this position, please respond to jcrist@lighthousecommodities.com .

****All applicants will receive an email notification that their application was received.**