

JOB DESCRIPTION

Graduate Agronomist

1. TITLE OF POSITION: Graduate Agronomist.

2. TYPE: Full Time (Monday – Friday plus Saturday mornings on rotation)

2. PURPOSE OF POSITION:

To be an integral member of Lincoln Rural's Agronomy team providing a point of active and professional agronomic service, to assist all clients with their agronomic and general enquiries, with the purpose of generating sales of our agricultural chemicals, fertilisers and general merchandise to the benefit of Lincoln Rural.

To work alongside Lincoln Rural's Agronomy team, learning how to practically apply the knowledge you have acquired through your studies.

To work within Lincoln Rural's retail and sales team assisting in the day-to-day operation of the company. Completing product forecasts, agronomic marketing plans and technical development will be facets of this position.

3. KEY TASKS AND RESPONSIBILITIES:

- a) Maintain and develop a professional agronomic relationship with Lincoln Rural clients while striving to attract new clients to our firm and your client portfolio.
- b) Actively and professionally promoting the full range of services and products offered and supplied by this company.
- c) Maintain and develop professional agronomic records for Lincoln Rural agronomy clients including;
 - Paddock Planning
 - Input Forecasting
 - Nutrient & Chemical Auditing
 - Soil, Tissue & Seed Testing
- d) Ordering of goods both for client and stock purposes, in accordance with company policies and procedures.
- e) Invoice all goods being despatched at the point of despatch. Ensure all Invoices are correct and legibly signed by the recipient.
- f) Correct pricing and costing of all invoices, credit notes, cash sales and credit card type transactions.
- g) Adequate and proper stock records to be maintained.
- h) Proper handling of all incoming monies

3. KEY TASKS AND RESPONSIBILITIES continued:

- i) Computer application involving the general use of Lincoln Rural accounting systems and Microsoft Office software, as well as Production Wise farm software. Work in conjunction with Branch Manager to develop product forecasts and reports.
- j) Work in conjunction with all Lincoln Rural Agronomy staff to further develop Lincoln Rural's strong agronomic protocols. Assist in Lincoln Rural's trial demonstration program.
- k) Attend and actively participate in all structured training sessions in, on and off job locations to maintain above adequate professional development.
- l) Assist all other staff members as required in general sales.

4. ACCOUNTABILITY:

Use all company equipment and facilities for the purpose for which they are provided only.

- Your position involves your participation as a team player. You will find your position within Lincoln Rural team to be one of total support and direction from your fellow employees, they in turn would expect to receive your reciprocal support.
- Your immediate area of responsibility in day to day operations is to the Principal Agronomist.
- We expect all our employees to display a deep sense of loyalty and integrity, not only to this company, its philosophy and standing within our community, but also to your own family, and perhaps most importantly, to yourself.

5. WORK HEALTH AND SAFETY:

All Employees are responsible for:

- a) Working in a safe manner to ensure both own safety and the safety of those around them.
- b) Comply with **ALL** safety procedures and the requirements of the company's work health and safety policies.