



Senior Coordinator, Sales & Customer Solutions

Reports To

Director, Sales and Procurement

Overview

AgCertain is a food, agricultural and bio-based product development, manufacturing and marketing company. We operate within a highly certified, traceable production and distribution system that delivers specialty, quality-assured products and services. The AgCertain team connects and collaborates with customers to ensure a sophisticated supply chain management environment. The AgCertain Team understands the critical linkage of knowledge transfer and its impact on the process from concept to safe and efficient operations delivering a high-quality finished product. AgCertain has the technology, products and manufacturing capabilities as well as marketing and distribution channels to build and grow an international company.

A Senior Coordinator, Sales & Customer Solutions is initially responsible for sales and sales support into food, personal care and industrial sectors. This includes developing sales and driving growth through multiple market channels, collaborating with team members and supporting desired culture in an earlier stage and quickly developing company. AgCertain has a growing portfolio, and the Team will adapt, learn and adjust as required. This role is based in Ames, Iowa with travel expected a minimum of 25%, including some weekend travel.

Responsibilities and Duties

- Support sales growth for vegetable oils, glycerin and co-products through multiple market channels including food manufacturers, personal care, specialty chemical distribution and others
- Support a pipeline of sales to support stated growth plan
- Develop and manage a diverse portfolio of customers which optimizes current manufacturing capabilities
- Participate in customer administrative activities
- Serve as a main point-of-contact for customers and developing accounts including procurement, sales, contract administration, scheduling and after-hours responsibilities and requests
- Assess market trends to support a go-to-market strategy for each channel that diversifies AgCertain's product portfolio, assuring industry-wide sales and securing optimal operational performance
- Manage assigned contract manufacturing relationships and manage market risk positions associated with these relationships
- Negotiate customer contracts with regional and national customers
- Assist with preparation of sales forecast and gross margin budgets
- Serve on cross-departmental teams and initiatives
- Actively participate in a variety of scheduling, production and customer meetings
- Develop professional and technical knowledge by attending appropriate professional conferences and tradeshows; expand business networks through participation in professional organizations (as directed by AgCertain)
- Promote AgCertain and its related products
- Desire to expand into other product lines as the company grows
- Safely operate in all AgCertain facilities and areas, and as a leader teach, coach and enforce relevant SOPs and requirements



- Understand and incorporate into all activities proper Food Safety and certification standards and requirements
- Perform additional responsibilities and duties as assigned

Qualifications

Education & Experience

- Bachelor's degree
- Minimum of two years manufacturing industry experience and two years sales experience preferred

Skills

- Excellent verbal and written communication skills, including presentations
- Ability to implement a sales plan and meet goals by monitoring progress according to plan
- Willingness to learn and understand AgCertain (technologies, processes, capabilities and departments)
- Sales data analysis
- Strong leadership, mentorship and coaching skills
- Budget development
- High attention to detail
- Proficient in Microsoft Office Suite and similar technology