



Louis Dreyfus provides equal employment opportunities to all without regard to race, color, religion, national origin, sex, sexual orientation, marital status, age, veteran status, disability or other classification protected by law.

External Job Bulletin

Job Title: **Grain Receiving Associate**

Department: Norfolk EVE Laboratory & Grading

FLSA Status: Nonexempt

Posting Date: 6/23/22

Overall Purpose and Objective of Position: Louis Dreyfus Company is looking for a Grain Receiving Specialist to join our dry mill ethanol plant in Norfolk, NE. The primary functions of the position are to probe inbound trucks and weigh incoming and outgoing trucks. Responsible for grading incoming grain and entry of transactions into accounting system. Responsible for complying with all applicable Company and government regulations.

Responsibilities/Essential Functions:

- Grades incoming grains to ensure they meet Company's quality standards
- Operates truck scales and collects scale-room data including information on all inbound and outbound shipments of plant materials; enters data into computer data program
- Enters commodity activities into grain accounting system and prepares daily reports
- Communicates with Commodity Handlers, and Operations personnel, as needed, concerning grain-receiving issues
- Conducts regular inspection rounds and records all visual damage and mechanical problems that occur on shift; reports results to the immediate supervisor
- Performs minor trouble shooting and repair of grain grading equipment, CompuWeigh system, probe and scale areas
- Assists in corn truck unloading and assists with the loading and unloading of trucks with product to assure timely delivery of products
- Gathers and reconciles outbound transactions in the accounting system
- Maintains good working knowledge of SHE policies, rules, and procedures applicable to facility and ensures all applicable requirements are adhered to.
- Complies with Company safety rules and wears proper personal protective equipment (PPEs) as required in fulfillment of assigned responsibilities

Additional Responsibilities:

- Ensures work area and outside scale area are kept clean and free from safety hazards which requires regular bending, sweeping motions, shoveling motions, and occasional lifting
- Completes tasks as assigned by the Office Administrator and Plant Manager

Required Qualifications:

- High school diploma or GED required
- Experience in accounting software
- Knowledge of manufacturing processes and procedures
- Knowledge of manufacturing regulatory and safety requirements (*e.g.*, USDA, OSHA and FDA)
- Good interpersonal and verbal communication skills
- Ability to give direction with respect to truck loading/receiving as needed
- Ability to climb stairs and ladders
- Withstand extended periods of walking and standing
- Ability to move manufacturing materials, products and equipment of 50 pounds or more which requires regular bending and lifting

Preferred Qualifications:

- Technical degree or professional certification.
 - Experience in ethanol industry.
 - Experience in the use of scale systems, grain-grading equipment, grain receiving equipment, truck loading and unloading
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Apply at:

Indeed.com

Louis Dreyfus is an Equal Opportunity/Affirmative Action Employer and strongly supports workforce diversity.