



JOB DESCRIPTION

JOB TITLE: Sales Agronomist- Crop Protection

REPORTS TO: Agronomy Manager

DATE: September 2025

LOCATION: Wadena, MN

Position Objective

To promote the sale Crop Protection Products and related services that will most benefit the customer-owners, and to establish creditability through communication in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

Position Responsibilities

The Sales Agronomist will lead the crop protection team, making sure deliveries and applications are done in a timely and efficient manner.

The sales responsibilities involve marketing, sales, profitability, reporting, assists in service, maintenance, and other duties as requested by management.

The Sales/Agronomist will have a lead role in the introduction of new agronomy technologies to the agronomy team and will have a major role in procuring new business with the large grower segment

The Sales/Agronomist will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

Essential Functions/Principal Accountabilities of the Job:

1. Crop Protection Services

- a. Understands and makes recommendations for various products for the customers
- b. Provide leadership on a daily basis

- c. Responsible for inventory control of all crop protection products
- d. Document and investigate complaints involving products' performance and application
- e. Coordinates with Fertilizer Manager on sales and marketing activities
- f. Make recommendations for pricing products to the Agronomy Manager and General Manager
- g. Obtain and maintain CDL license
- h. Obtain and maintain all licenses pertaining to custom application
- i. Will develop prospects and customer lists for the Agronomy Department Management
- j. Tracks and reconciles prepay bookings
- k. Responsible to assist in daily plant operations - as assigned
- l. Develop Agronomist Recommendations for Crop Protection, VRT, and Fertility.
- m. Follow Company Sales Plans
- n. Coordinates with Agronomy Department Manager to manage early orders and inventories

2. Service

Service involves providing and promoting the services necessary to meet division goals and objectives.

- a. Helps ensure all items sold throughout the locations are delivered
- b. Ensures all crop protection applications are made timely and efficiently.
- c. Lose no customers due to services provided by the division
- d. Make arrangements ahead of time for coverage of duties in case of a planned absence, such as vacation, or an unplanned absence, such as illness
- e. Serves as an intermediary on customer complaint resolution
- f. Makes no statements regarding Coop liability without consulting Management first

3. Establish sales goals with Agronomy Dept. Manager

The Sales Agronomist will be expected to spend a majority of time developing relationships with new and existing customers.

4. Actively support employee growth

- a. Keep current on new product knowledge
- b. Attends, schedules and training events for agronomy team
- c. Reviews sales performance with Agronomy Dept. Manager
- d. Coordinates with staff concerning custom application needs
- e. Actively involved in Crop Scouting, - reports results to staff
- f. Stimulate and develop positive morale and team spirit that leads to high productivity

5. Marketing

Marketing involves developing and an implementation of an annual marketing plan, marketing activities, and developing an annual sales and promotion program.

- a. Assists the Agronomy Dept. Manager in developing an annual marketing plan
- b. Assists in developing and implementing advertising plan for the agronomy division
- c. Reviews the following marketing activities with the Agronomy Dept. Manager as required
 1. Sales promotional efforts
 2. Timely communication concerning pertinent customer agronomic issues

6. Reporting

- a. Reporting involves submitting all required operational reports to management within the time limits stated below
- b. Submits all required reports to state agencies to maintain licenses.
- c. Submitting all required reports to crop protection partners.
- d. Daily-Plan and Activities
- e. Weekly Sales calls and In-House contacts to Agronomy Manager and General Manager via email

7. Maintenance

- a. Ensure property, facilities, and equipment remain in good repair and appearance
- b. Budget for and make recommendations on equipment repair and replacement
- c. Develop and follow a maintenance policy and record keeping as required

8. Safety and Compliance

- a. Responsible for all Safety, Regulatory and Compliance requirements of agronomy dept.
- b. Coordinates with Safety Director to ensure company safety procedures are followed
- c. Attend safety and regulatory meetings to keep current
- d. Work with employees to develop safety procedures for agronomy operations
- e. Requires employee's to attend safety training and follow all safety procedures
- f. Develop and maintain records to comply with environmental and other regulations
 - . MDA
 - DOT Regulations
 - . OSHA

- . Valid commercial driver's licenses kept up to date as required
- g. Personal Cell Phone use is not allowed while driving as mandated by MN state law.
Discipline will be harsh and may include termination of employment. All vehicles will operate with a hands free cell phone system (no exceptions)
- h. Report any unsafe equipment or working conditions to Agronomy Manager

9. Other Duties

- a. Do not extend credit to customers on COD
- b. Do not authorize customer charges on accounts that are past due
- c. Do not extend credit to customers who have not been approved by management
- d. Monitor customers purchases to stop purchases beyond approved credit limit
- e. Keep all personal accounts current
- f. Uphold all cooperative policies
- g. Perform other duties as assigned by management

Note: These are the major functions and accountabilities required of the position and are the predominant criteria by which performance will be assessed. *THIS ROLE WILL ALSO INCLUDE OTHER DUTIES AS ASSIGNED.*

Working Relationships, Autonomy, and Supervision:

The Agronomy – Sales Agronomist must interact regularly and appropriately collaborate with customers and cooperative personnel.

Work direction from: Agronomy Manager

Required Qualifications, Experience & Knowledge (Minimum level of formal education required for competent performance of the technical duties; previous experience requirements; personal competencies & characteristics deemed necessary for success in the position:

1. Education and Previous Experience:
 - a. A Bachelor's Degree (B.A.) from a four-year college or university, 5 years related experience and/or training; or equivalent combination of education and experience.
2. Previous Experience:
 - a. Must have a current CDL or the ability to obtain one

- b. Must have positive driving record

3. Personal Competencies and Characteristics:

- a. Customer service oriented with an ability to objectively problem solve, manage difficult customer situations
- b. Resourceful, self-starter who works well with minimal supervision;
- c. Ability to pro-actively identify areas for improvement
- d. Well-organized, with ability to adapt to change, and follows directives
- e. General understanding of basic mathematics, such as adding, subtracting, multiplying and dividing and an ability to perform these operations using units of American money, weigh measurement, volume and distance;
- f. Strong Driving Skills

Physical Requirements of the Job:

Successful performance of this job requires the physical capacity to satisfactorily perform the activities noted below. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Routine use of a computer and cell phone.
- Frequent standing, walking, sitting, talking and hearing.
- Vision abilities required include close, distance and the ability to adjust focus.
- Working at this facility entails continuous exposure to dirt, dust, dampness, airborne particles, extreme weather conditions and temperatures, heavy equipment and moderate noise levels, and other attributes common to such sites.
- Will require ability to lift 50 lbs. and the ability to routinely do physical work and plan for extended hours during the busy season.

Equal Employment Opportunity Employer:

Leaf River Ag Service is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by local, state or federal laws is illegal and prohibited by Leaf River Ag Service Company policy.

This Job Description does not constitute a written or implied contract of employment. The Company reserves the right to revise or change job duties and responsibilities as the need arises. Other duties may be assigned at any time, as needed, by management. Requirements are representative of minimum levels of knowledge, skills and experience required.

Print Employee Name:

Signature:

Date:

Supervisor/Manager Signature:

HR Signature:

