



Job Description

Job Title: Trading Assistant
Department: Finance
Reports To: Manager, Supply Chain Finance
FLSA Status: Non-Exempt
Prepared By: David Cartier
Revised Date: 2.13.2024

ABOUT BAY STATE MILLING

Bay State Milling is a family-owned company with a strategic intent to support the growth of the next generation of grain-based foods in North America by providing the leading array of plant-based ingredients. Since 1899, we have proudly provided exceptional quality flour and grain products, and we continue to build on our legacy as we bring new supply chains and technologies into our realm of capabilities. Our Core purpose is to provide food ingredients to promote the growth of healthful and affordable food choices for the consumer.

We recognize that the universe of grain-based foods is constantly changing and responding to consumers' desire for variety, healthfulness, great taste and affordability in their food choices. We are not afraid of change; in fact, we believe that change cultivates opportunity. Our goal is to stay a step ahead of our customer's needs, while always maintaining the trust they have placed in us for generations. We are committed to maintaining our Core Values of **INTEGRITY, CREATIVITY, COLLABORATION, CARING** and **QUALITY** in pursuit of achieving this goal.

SUMMARY

This position will be an integral team member executing the contractual commitments within the grain purchasing processes supporting our network of flour mills across North America. This position will work within the finance team but will partner with supply chain and be a direct business partner with the organizations grain buyers and suppliers. This is a full-time hybrid role based in Golden Valley, MN.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Manage the end-to-end transactions supporting the grain supplier payment process.
- Manage Contract Applications of rail car and truck shipments that will be delivered to one of several BSM owned Flour Mills. Reconcile contract transactions to ensure supplier commitments are adhered to.
- Process advance payments for suppliers.
- Ensure suppliers are paid timely and accurate. This includes proper deduction management for grain purchased that does not meet the contractual terms.
- Continually collaborate with plant operations, quality assurance, finance and transportation in problem solving and day to day operations.



- Provide support to BSM Milling Supply Chain regarding documentation, settling and contract discrepancies.
- May include other grain sourcing payment support responsibilities as required.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- High School Diploma/GED Required
- Interpersonal Communication skills and ability to work with a team a must.
- Analytical and Mathematical Skills
- Customer Service and Problem Solving
- Experience in Commodity Merchandising Support preferred.
- Strong attention to detail
- Ability to work independently and remotely.
- Experience in the grain-based foods industry is a plus

LANGUAGE SKILLS

Must be capable of following and communicating both written and verbal instructions in English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write in English and complete reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and top management, public groups, and/or boards of directors.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, and climb or balance. The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

SAFETY

While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety. It is the expectation and responsibility of the employee to report all injuries immediately to the supervisor, and to report to supervision any safety situation that the employee feels is substandard and poses a risk for employee injury, property damage, or loss.



WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is essentially an office setting. The noise level in the work environment is usually low to moderate.

TEAMWORK

Ensures that appropriate individuals are informed about matters impacting their areas of responsibility; leads others well; shares knowledge and experience with others; demonstrates respect and consideration for others' opinions; contributes to the overall task of the team. Demonstrates integrity; works effectively in teams; facilitates inter-departmental cooperation; cooperates with supervision and peers to accomplish work assignments; helps create and maintain effective working relationships.

FOOD SAFETY / SECURITY REQUIREMENTS

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result, any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release products on hold.