



LIGHTHOUSE COMMODITIES, LLC

Position: **Grain Merchandising Assistant**

Employment Status: **Fulltime**

Location: Bismarck, ND

Closing Date:

Hiring Range: **\$50k - \$60k**

Company Overview

Lighthouse Commodities, LLC (LHC) has been providing professional merchandising to farmers since 2015, equipping them with the same tools and resources the rest of the grain supply chain utilizes. To date we've marketed over 150 million bushels of farmer-client grain and evolved to include our own futures brokerage, analytics department, proprietary algorithms, freight brokerage and numerous other improvements. These Lighthouse advantages are part of a farm marketing service unlike anything else in the industry and we provide that service to farmer clients with over 750,000 acres of annual production.

Position Overview

Lighthouse Commodities, LLC is seeking a Merchandising Assistant to lead contract entry, hedge documentation, contract amendment and contract management tasks associated with LHC's 50+ million bushels of annual grain trades. This role will offer significant professional and financial growth potential as LHC continues to grow and increasingly incorporates software automation and artificial intelligence into processes.

KEY RESPONSIBILITIES

- Contract Entry – Timely and accurate entry of new purchase and sales contracts
- Hedge Documentation – Processing, reconciling and matching of hedging trades
- Contract Amendment – Timely and accurate processing of amendments to existing contract.
- Contract Management – Ensuring and monitoring all contracts and amendments have been sent out for electronic signature
- Other duties as necessary

KEY SKILLS and STRENGTHS

- High Accountability; the ability to own tasks and responsibilities with complete commitment
- Remarkable attention to detail and commitment to accuracy
- Ability to work independently, in a high stress environment and effectively manage multiple priorities and tasks simultaneously
- Experience with commodity accounting systems and software
- Knowledge of cash grain and futures contract processes
- Proficiency in Microsoft Office suite

Work schedule will primarily be normal daytime business hours, Monday through Friday, with additional hours required as needed.

Minimum Qualifications:

- Associates degree in accounting, business, ag economics, or related field; or equivalent combination of education and work experience

Preferred Qualifications:

- 2 plus years of work experience in a similar position
- Familiarity with agricultural practices and grain trading

All employment offers will be contingent upon successful completion of a pre-employment drug screening and a federal and state background check.

Application Procedure:

Please submit a resume and cover letter via email.

If you meet the requirements for this position, please respond to jcrist@lighthousecommodities.com . This position closes **October 31, 2023**

****All applicants will receive an email notification that their application was received.**