The Genoa, NY location of Helena Agri-Enterprises, LLC, an agricultural chemical company, has an immediate opening for an Operations Manager.

SUMMARY: Supervises and coordinates activities of personnel in Branch operations. Assumes responsibility for fertilizer inventory, custom application, tank farm operations, blending of liquid and dry fertilizers, and delivery (set-up to customers). Must primarily perform office or non-manual work directly related to management policies or general business operations. Also, must exercise independent choice and judgment in matters of consequence 50% or more of the time.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Coordinates the above responsibilities in accordance with policies, principles, and procedures established by Corporate.

Confers with customers and representatives of associated industries to evaluate and promote improved sales and service in the area.

Develops plans for efficient use of materials, machines, and employees.

Reviews production costs and product quality, and modifies production and inventory control programs to maintain and enhance profitable operation of division.

Coordinates fertilizer and chemical deliveries and applications.

Recommends budgets to management.

Purchases fertilizer and maintains inventory control.

Manages bulk storage tank farm.

Ensures regulatory compliance of fertilizer and application equipment.

Directs the blending of liquid and dry fertilizers.

Analyses product profitability and efficient utilization of company owned equipment.

Assists Branch Manager in developing marketing plans to maximize fertilizer income.

Provides technical training to Branch sales representatives.

Other work-related duties as assigned by supervisor/manager.

Reliable and regular attendance is expected.
**QUALIFICATION REQUIREMENTS:** 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.

**SUPERVISORY RESPONSIBILITIES:** Supervises fertilizer set-up personnel and fertilizer truck drivers.

**EDUCATION and/or EXPERIENCE:** High school diploma and one to two years related experience and/or training or equivalent combination of education and experience. Thorough understanding of fertilizer products, blending, logistics, and marketing strategies.

**OTHER SKILLS and ABILITIES:**

Good written and verbal communication skills.

Good management and leadership skills.

Ability to manage a diverse number of tasks in fast pace environment

Good computer skills – to include word processing, POWER POINT Presentations, and data base preparation / management, and inter-net research.

**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 use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

**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.

Send resume to Matt Pinckney, Branch Manager, at pinckneym@helenaagri.com