Attebury Grain, LLC Internship Program

The Attebury Grain, LLC paid internship is a 12 week program, running from May to August. Our interns will experience the Grain industry from the Elevator to the Merchant trade table, focusing the majority of their time in their area of interest. Each intern will have a specific agenda tailored to their interests. Interns will travel to various locations in the state of Texas to further their education of the grain business. Interns will meet with the Human Resource Manager before moving to the next department.

I. Summary: Operations

Works directly with the Operations department staff at assigned elevator locations to learn and understand the operation of a grain elevator. Activities coordinated by the Operations Supervisor of each assigned elevator location.

Essential Job Functions:
- Learn and understand the grain flow
- Learn all safety regulations, policies, and procedures of running a safe and efficient elevator.
- Participate in safety meetings
- Observe how an elevator is properly maintained as well as the record keeping of maintenance
- Observe how grain is graded.
- Observe how to keep grain in condition.
- Learn to operate truck scales and perform those duties as needed.

II. Summary: Accounting/Finance

Works directly with the Accounting/Finance department staff to learn the functions of the department, assist the staff with routine accounting functions, and complete various accounting related assignments.

Essential Job Functions:
- Attain the ability to perform the duties of an entry-level employee up to the more complex duties of staff in higher-levels.
- Work in different departments for extended periods of time learning the various details of the operation.
- Provide completion of assigned tasks efficiently with the highest regard for accuracy, confidentiality and processes.
- Carry out other duties as may be required or assigned.

III. Summary: Merchandising

Provide assistance to the different merchandising functions with an emphasis on handling farmer accounts in coordination with the Origination desk.

Essential Job Functions:
- Ticket cross-application to purchases and sales of truck contracts;
- Contract over-fills and under-fills;
- Build up the daily hedge log;
- Emphasis on handling farmer accounts in coordination with the Origination desk.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization. Attebury Grain is an Equal Opportunity Employer.
Requirements for consideration into the Attebury Grain, LLC internship program:

**Experience and Education:** (exceptions will be considered with substantial justification)
- Must be currently enrolled in an accredited college or university in an agriculturally related course of study
- At least 60 credit hours with a minimum GPA of 3.4 based on a 4.0 scale
- Must provide a recommendation letter from an instructor

**Skills:**
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking - Talking to others to convey information effectively.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Time Management - Managing one’s own time.
- Service Orientation - Actively looking for ways to help people.
- Computer skills - Windows XP operating system, Microsoft Office applications, and data manipulation.
- Must be knowledgeable of and able to use office equipment such as ten-key calculator by touch, keyboard, copy machine, fax machine, etc.

**Attributes:**
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension - The ability to read and understand information and ideas presented in writing.
- Speech Clarity - The ability to speak clearly so others can understand you.
- Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Mathematical Reasoning - The ability to choose the right mathematical methods or formulas to solve a problem. Ability to resolve puzzles.
- Must be able to work effectively and build relationships with others.

**Deadlines for 2017 Summer Internship:**

- **March 10** - Application packets must be submitted to swalker@attebury.com or mailed to:
  PO Box 2707
  Attn: Shelby Walker
  Amarillo, TX 79105

- **March 17** - Chosen applicants will be notified of available interview slots

- **March 31** - Applicants awarded internships will be notified

- **April 7** - Applicants must accept/decline

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Attebury Grain, LLC Summer Internship Application

Name: ___________________________  Date: ___________________________
Address: ___________________________  University: ___________________________
_________________________________________  Major: ___________________________
_________________________________________  Minor: ___________________________
Phone: ___________________________  GPA: ___________________________
Email: ___________________________  Languages: ___________________________

Area of Interest (circle):  Operations  Accounting/Finance  Merchandising

Why is this your area of interest?

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Please list computer programs you are familiar with and efficiency levels:

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What is your current knowledge of the Grain Industry?

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What is your current knowledge of Attebury Grain?

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What do you hope to attain from an internship with Attebury Grain?

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Please be sure you meet all requirements before submitting your application.

_________________________________  ______________________________
Signature                             Date