



AgriHorizon, Inc.

JOB DESCRIPTION

Job Title Truck Driver **Reports To** Dispatch Manager

Overall Purpose of Position:

Be a full-time, internal person responsible for transferring product to and from conditioning plants and for deliveries to customers. Transfers will include local loads, single day loads, some two day loads, and approximately 6 to 8 week long loads per year. Most all of the loads will be finished seed product using a van trailer and many of the customer loads will be using an electric pallet jack to move the seed to the back of the trailer in order for the forklift to remove. During the second half of the summer and early fall, this person could be filling to help warehouse and other activities.

Principle Duties and Responsibilities:

- 1. Meet daily with the Dispatch Manager to give updates and prioritize activities.**

Percent of Total Time: 5%

- 2. Transferring seed between seed facilities.**

Percent of Total Time: 25%

- 3. Transferring seed to customers.**

Percent of Total Time: 35%

- 4. Picking up return seed and empty boxes in return shipments.**

Percent of Total Time: 20%

- 5. Utilize contract loads to fill schedule as necessary.**

Percent of Total Time: 10%

- 6. Other activities as necessary to keep the business moving forward.**

Percent of Total Time: 5%

Knowledge, Skills and Abilities Required:

1. Good communication skills and interpersonal relationship skills to be used with customers and employees
 2. Staying calm and polite to fellow employees and customers even under the stress of shipping season
 3. Maintain focus during the return seed season to maintain accuracy.
 4. Safe driving practices
 5. Strong work ethic and good prioritization skills.
 6. Class A CDL in order run all the equipment
 7. Maintain good standing within our DOT required illegal substance testing program
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The statements contained herein are intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Signature

(Employee)

Date

Approved

Title
