

# JOB POSITION - PRODUCT COORDINATOR

## LOCATION

Cambridge, ON or Dundalk, ON

## JOB RESPONSIBILITIES

The Product Coordinator is responsible for the coordination and execution of the LysteGro fertilizer marketing, sales, and application programs ensuring consistency with company strategy, commitments and goals. The product coordinator will advance the company's market position by delivering robust fertilizer sales programs and happy customers.

## PRIMARY DUTIES AND RESPONSIBILITIES

- Ensures Health and Safety is the number one goal by following policies, processes, and acting in a safe manner at all times
- Coordinate and dispatch necessary equipment and contractors for land application of LysteGro
- Answer agricultural customers' questions about product, prices, availability, application timing, and credit terms
- Complete field and product analysis to develop customized nutrient management plans for agricultural customers
- Seek out new product sales opportunities
- Prepare post-application reports and invoices
- Prepare and file application permits with regulating agencies
- Co-ordinate information for brochures, fact sheets, newsletters
- Negotiate prices or terms of sales or service agreements
- Attend sales or trade meetings and shows or read related publications to obtain information about market conditions, business trends, environmental regulations, or industry development.
- Establish and maintain relationships with customers and vendors. Develop constructive and cooperative working relationships and maintain them over time.
- Assist and initiate Research and Development activities pertaining to LysteGro fertilizer
- Assist with development of annual sales targets as part of overall budget and analyse targets against actual figures.
- Performs other duties and tasks as assigned from time to time by management and will be required by the needs of the Lystek business

## WORKING CONDITION

Spend time in a variety of settings; in the field, in an office and in plant facilities. Workload may be heavier during certain seasons.

## EDUCATION / KNOWLEDGE

- Post Secondary Education / Strong Agricultural Background
- Diploma/Degree in a related subject preferred or additional experience
- Working towards Professional Agrolgist, and/or Canadian Certified Crop Advisor preferred

## EXPERIENCE

- New graduates through to 3+ years of experience
- 0 – 3 years of direct work experience in sales and distribution function
- Relevant product and industry knowledge
- Demonstrated ability to building relationships with new customers and enhancing existing relationships to maximize sales and margin returns

## COMPETENCIES

- Good communication skills (written and verbal)
- Formal presentation skills
- Initiative
- Organize and proficient at planning
- Problem analysis and problem-solving

## PHYSICAL REQUIREMENTS

- Requires colour determination
- Requires standing, pulling and/or pushing, carrying, reaching, stooping and crouching, speaking, listening.
- Requires sitting, standing, climbing, walking, lifting, grasping, near vision acuity
- Requires occasional travel in Canada and United States

If you've got an excellent work ethic, strong desire to produce quality and award winning work then Lystek is the place for you.

Email resume to [careers@lystek.com](mailto:careers@lystek.com)