

General Manager

Middlebury Cooperative

717 Mosher Rd.

Little Marsh, PA. 16950

Web Site: www.middleburycooperative.com

Middlebury Cooperative is a small farmer run bargaining cooperative in North Central PA. We are looking to refill a managerial position. This job may involve travel, and a valid drivers license.

We are looking for a skilled multi-tasker with excellent communication skills and an upbeat attitude. It is recommended that the applicant have a dairy farming background or experience in the dairy industry.

This job may require you to be reached 24/7, and the ability to resolve issues that may arise.

If you are up to being trained in a challenging position, in a small influential cooperative with the local dairy farmers as priority, and have the following attributes please send your resume, and drop us a note on our web site for consideration.

Duties & Current Skills: or Attained through on job Training

- ❖ Strong leadership ability to inspire, motivate, and guide people.
- ❖ Effective prioritizing and time management skills to manage defined timelines.
- ❖ Demonstrated ability to work with **minimal supervision**. Must be **self-motivated** and a **self-starter**
- ❖ Ability to manage multiple priorities and to interact positively, with Producers and Board.
- ❖ Must have excellent verbal and written communication skills.
- ❖ Ability to resolve hauler / producer & Lab issues
- ❖ Knowledge of federal and state regulations pertaining to the industry
- ❖ Knowledge of dairy pricing and federal order.
- ❖ Knowledge of NMPF programs or other US or foreign related programs so Co-Op remains compliant.
- ❖ Ability to procure new members and explain completely the total Co-Op programs.
- ❖ Must have Computer skills including Excel, Word, Power point and the Co-Op's computer systems
- ❖ Ability to assist office manager with reports, payroll, data entry, etc. in their absence.
- ❖ Ability to work with brokers & marketing issues.
- ❖ Skill in analytical thinking and problem solving
- ❖ Must communicate with producers and markets to work through confidential and sensitive situations
- ❖ Seek out ways to improve efficiency, decrease costs, and provide better service in all programs.
- ❖ Suggestions and approaches for future improvement