



Example of Mill Job Description

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Our innovative and growing company is hiring for a mill. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for mill

- Manage proper paperwork
- Take a finished feed inventory at the beginning of each shift
- Maintain accurate zero tare sheets
- Manage calls from drivers in the field to reduce feed returns
- Communicate with drivers, dispatchers, and supervisors at shift change of current status and issues
- Communicate any issues that arise with drivers, growers, or personnel to supervisor
- Collect feed samples form both PDI and QA testing
- Review current feed inventory compared to orders and communicate needs to Feed Operator
- Scheduling feed delivery on shift and anticipating when drivers are scheduled to return ensuring drive
- Help to plan, develop and adhere a workable milling schedule

Qualifications for mill

- Experience with Microsoft Office programs (Excel, Outlook, Word, PowerPoint)
- Able to work evenings/weekends as needed
- Background in purchasing, supply chain
- Working knowledge of SAP and SRM systems

- Leadership skills and ability to lead in a fast-paced environment