

**Job Title:** Dairy Field Representative

**Status:** Exempt

**Department:** Dairy

**Reports to:** Dairy Marketing Specialist

**Position Summary:** The Dairy Field Representative is responsible for developing and maintaining National Farmers' dairy membership base in the Washington/Oregon region. This position is responsible for maintaining the highest quality of milk and ensuring dairy producers pass state and federal farm inspections by conducting on-farm visits at times, taking milk samples from bulk tanks and inspecting milking systems. They must develop and maintain industry relations.

**Essential Duties and Responsibilities:**

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. The essential functions of this job include, but are not limited to:

- Must have an understanding of dairy farming practices
- Communicate official business with State Sanitarians and Regulatory personnel
- Conduct regular farm visits
- Maintain records of producer quality, inspection records, IMS inspections, and other items as directed.
- Have a general understanding of Organic Certification requirements.
- Evaluate on farm performance, communicate with milk haulers, address complaints and assist in resolving problems.
- Maintain an adequate level of knowledge of all National Farmers dairy management programs available in the area.
- Participate in weekly procurement calls.
- Establish relationships with new prospects in order to acquire new business.
- Coordinate member milk production and sales in accordance with policies, principles, and procedures established by National Farmers
- Cultivate and maintain long-term relationships with industry and government representatives.
- Coordinate producer and/or staff meetings for continued education when requested.
- Willingness to accept additional work responsibilities and other duties as assigned.

**Knowledge, Skills, and Abilities:** Demonstrate excellent verbal, written, and interpersonal skills. Familiar with Microsoft Office, particularly Outlook and Excel and systems associated with quality reporting. Have the ability to effectively present information and respond to large groups of people. Have the ability to calculate figures. Work with supervisor to create budget for area. Ideal candidate will be able to work under pressure, independently, and handle multiple tasks and projects. Maintain professional appearance and conduct at all times.

**Certifications:** Must maintain license and certifications necessary to perform all functions required in handling and testing raw milk. Valid driver's license with good driving history required.

**Education/Experience:** Two-year degree or higher in appropriate field, or equivalent amount of experience.

**Work Environment/Physical demands:** Holidays, weekends, and evenings expected. Overnight travel expected depending on assigned region. Physical demands include lifting 50lbs., work occasionally outdoors, good vision and some exposure to livestock. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.