



## Business Contracts Administrator

**Position Overview:** This position will be responsible for executing contracts with U.S. farmers and customers. The candidate will also manage farmer relationships and interact directly with them regarding scheduling, volume expectation updates, and settlements. This position will support the Soybean Merchandiser for status reports of campaigns, contract updates, farmer communications, etc.

### Key Responsibilities:

- Reports to Finance
- Ensure thoroughness of documents, communications, and follow ups with farmers and customers regarding their contracts with White River
- Ensure financial documentation is accurate and processed within required timelines
- Liaise with Merchandiser regarding movement, payment, etc.
- Manage all day-to-day telephone calls, emails, etc., both internal and external
- Develop and maintain processes and systems for monitoring contracts and key timelines
- Assist in on-boarding business software packages

### Qualifications:

- Minimum 5 years' experience in customer relations and contracts administration
- Associate degree in Business preferred
- Excellent organizational and time management skills
- Excellent communication for managing farmer and customer relationships
- Proficient in Word, Excel, and PowerPoint
- Attention to detail
- Strong customer focus
- Collaborative
- Able to travel overnight 5%-10% of the time

### What We Offer:

- Competitive salary
- 401k retirement plan (Roth and Traditional options) with a company match
- Health, dental and vision insurance
- Health savings account, medical and dependent care flex spending accounts
- Long term disability insurance & salary continuation
- Paid holidays and time off

**Location:** Seymour, Indiana

**How to Apply:** Contact Jennifer Compton at (812) 213-2934 or [jcompton@whiteriversoy.com](mailto:jcompton@whiteriversoy.com)



**About White River Soy Processing:** White River Soy Processing, LLC (White River) develops and operates oilseed processing facilities in the U.S. With a commitment to excellence in production and safety for our employees, our team leverages decades of experience in soybean processing and is driven to produce the highest quality vegetable protein meal and oil for better nutritional outcomes. We are passionate about building lasting partnerships with farmers, contributing to our communities, and delivering superior soybean products to our customers. Learn more at [whiteriversoy.com](http://whiteriversoy.com).

White River is an Equal Opportunity Employer.