



**JOB DESCRIPTION:** Market Reporter  
**JOB CODE:** REP-MR  
**DEPARTMENT:** Based on Protein Market  
**REPORTS TO:** Editor  
**EMPLOYMENT TYPE:** Full Time  
**DATE UPDATED:** January 17, 2018

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**JOB SUMMARY:**

Reporting directly to the Editor, the Market Reporter will be responsible to canvass, analyze, and report on their assigned market. The Market Reporter will observe market conditions and write their findings in our daily publications and services. As employee development is essential, responsibilities and job function may expand and evolve proportionate to the employer's needs.

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**ESSENTIAL FUNCTIONS of MARKET REPORTER (include, but not limited to):**

- Make phone calls to collect and disseminate market information
- Entering of market data into computer
- Writing of daily commentary
- Prepare reports (including supporting data), and make convincing market presentations
- Take ownership for quality and accurateness of data sets
- Maintaining and generating new industry contacts

**QUALIFICATIONS of MARKET REPORTER:**

- Bachelor's Degree or higher; Business, Finance, Economics, Statistics or Marketing preferred
- Excellent communication highlighted by strong writing samples and public speaking experience
- Ability to assess market conditions and provide analysis
- Creative ability and imagination; ability to work under pressure; attention to detail
- Command of PC Windows environment and Microsoft Office
- Advanced proficiency with Microsoft Excel is a must have
- Some travel required

**CHARACTER of MARKET REPORTER:**

- Smart, flexible, friendly and professional
- Ability to handle criticism and constructive feedback
- Good communicator
- Maintain sense of urgency
- Straightforward, honest, team player

**COMPENSATION for MARKET REPORTER:**

- Base salary
- Health, Optical, Dental, Orthodontic Insurance, 401k, Profit Sharing

**SUBMIT RESUME TO:** Human Resource Manager  
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