



Position: Coordinator, Logistics

Description

- Load/unload trucks, railcars, totes/containers in accordance with company standards
- Ability to climb and work at elevation onto semi-tractor trailers and railcars in inclement weather from very cold to very hot ambient temperatures
- Properly document shipping and receiving logs/files/records for every shipment
- Conduct initial lab analysis on inbound product to ensure it meets quality standards
- Verify freight bills
- Prepare/review - packing lists, bills of lading, and other shipping documentation
- Assist in maintaining the cleanliness of the tank farm and trucking bay
- Receive parts and supplies for plant/office; properly file for inventory records
- Enter customer data into data management system as required
- Accept and facilitate customer sample requests
- Operate material handling equipment safely (forklifts, telehandler, pallet jacks)
- Operate company vehicles safely (box truck)
- Wear proper PPE (hard hat, safety glasses, steel-toes shoes)
- Utilize safety harness/fall arrest system when required by company policy
- Cross train with production
- Assist with plant operations/maintenance when required
- Properly package products and prepare products for shipping in accordance with all relevant regulations and shipping industry standards
- Receive after hours calls to facilitate operations and respond accordingly
- Other duties as assigned

Customer Service responsibilities

- Answer the phone professionally and politely
- Communicate with customer/shipping company representatives by email
- Provide documentation to customers as needed
- Perform in all ways with appropriate AgCertain brand and communications standards

Food and Occupational Safety Responsibilities

- Complete GMP, SQF and HACCP training (provided by the company)
- Comply with all company food safety and occupational safety requirements
- Maintain a clean, food-safe and occupationally safe truck bay

Qualifications

- Undergraduate degree in Supply Chain Management/Logistics, Ag Systems Technology, Industrial Technology, or related field
- Must have a valid driver's license and be able to attain a chauffer's license
- Computer skills: Outlook, Word, Excel, PowerPoint & SharePoint
- Writing, mathematics, reading comprehension and verbal skills must be excellent
- Ability to routinely lift 75 pounds unassisted