

COBA*Since 1946*

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POSITION DESCRIPTION

Title: Shipping Coordinator
Status: Non-Exempt
Revised: May 2016

SUMMARY:

The Shipping Coordinator is responsible for all facets of receiving and distribution of company products and supplies. The primary focus of this role is to assist the company in ensuring that appropriate and adequate levels of semen and related supplies are available and maintained, in an effort to support efficient operations both centrally and in the field. Additional duties shall include daily interaction, in a variety of formats, with fellow co-workers, clients/customers, suppliers, vendors, and other external entities. A key element of this role will be to monitor, organize, and track incoming and outgoing products/supplies on behalf of the company.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- This role will be responsible for coordinating shipments of semen and related supplies between and among various entities. Additional responsibilities shall include processing of all necessary documentation, scheduling of all shipments (incoming and outgoing) with various carriers, receiving and unloading incoming materials, verifying accuracy of shipments, inspecting shipments for damage or defects, and process return shipments from COBA sales team and clients/customers.
- Responsibilities include verifying inventory accuracy and location integrity. Manage both incoming and outgoing inventory of semen and other products/supplies.
- Plans work flow and the completion of work assignments through constant communication with transportation and customer service resources. This position routinely interacts, throughout the workday, with fellow employees, clients/customers, vendors, and other internal/external entities, fielding inquiries via email, phone, and in-person. Serves as a liaison between multiple departments within COBA/Select Sires.
- Ensures proper organization and cleanliness of the shipping area. Also stacks and retrieves supplies and materials.
- Operates forklift to efficiently and accurately fill requisitions and client/customer orders.
- Safely handle and maintain liquid nitrogen levels in designated storage tanks. Shall monitor and call in liquid nitrogen levels in outside bulk tank to ensure adequate supply.

- Responsibly and confidentially manage individual client/customer accounts, including billing and credit card information. Accurately invoice semen and supplies as they are leaving central inventory. Answer questions and service walk-in clients/customers.
- May operate company vehicles based upon business demands and project needs.
- May be needed to clear snow and/or debris from ramp areas as needed.

QUALIFICATIONS:

- Possess, at minimum, a high school diploma. 1+ years of experience in a shipping environment is preferred. Previous experience in the agriculture or animal science arena is beneficial.
- Must maintain a valid driver's license and possess a safe driving record.
- Proficiency with various business software applications (email, MS Office products, and CRM systems) is preferred, along with basic math skills.
- Physical requirements for this role shall include possessing the ability to bend, stoop, kneel, crouch, climb, lift, and carry up to 100 pounds on a regular and/or intermittent basis.
- Capable of safely operating a forklift. Able and willing to work with frozen semen and liquid nitrogen on a daily basis.
- Demonstrated ability to communicate, both verbally and in writing, with fellow employees, clients/customers, and external vendors in a professional, articulate, and respectful manner.
- The position requires a highly motivated and organized individual that is willing to diversify and multi-task. Detail oriented and organized with the ability to work with multiple entities independently and within a team structure. Follow through and responsiveness is also critically important.
- Able to prioritize and regularly re-prioritize based upon business demands in the midst of multiple requests from various entities, including numerous interruptions throughout the workday. Possess a strong commitment to customer service and the adherence to deadlines and expected delivery dates.
- Essential to possess a passion and desire to continuously improve their skills and work productivity.
- Comfort in working in a small company atmosphere at a fast pace. Additionally, this position requires self-initiative and must be able to focus.

This position description is intended to be dynamic and subject to change. Position requirements and essential functions may be altered from time to time based upon the needs of the organization and department. This position may be required to execute special projects or other related duties on occasion.