



Memorandum

To: Select Sires Employees

From: Tianna Repaal, Human Resources Coordinator

Date: March 17, 2021

Re: Employment Opportunity - Order Operations Specialist

Select Sires, Inc. seeks a detail-oriented Order Operations Specialist to become a vital member of the order operations team and support marketing department activities.

Duties include, but are not limited to

- Process/direct acceptance of international orders for all product lines and shipping locations-including and not limited to selecting codes, validating health requirements, health paper preparation, providing ready dates and maintaining order files.
- Assist with required documentation involved with weekly export shipments for World-Wide Sires Ltd (WWS).
- Update proprietary databases, create spreadsheets and other documents by inputting select data for sales orders and packing orders – compile, consolidate, format, and summarize information; verify and distribute complete and accurate reports and other documents
- Assist with the completion of export documents with staff veterinarians, WWS staff, federal veterinarians and WWS depot staff.
- Maintain electronic files of shipment documents
- Provide additional support to the team and other departments, as needed

Requirements:

- Well-organized with exquisite communication and people skills
- Moderate experience with Microsoft Office programs (Outlook, Word, Excel, PowerPoint, Access) and accurate data-entry skills
- Creative thinker with demonstrable ability to multi-task effectively in a fast-paced environment and adhere to deadlines
- Demonstrated understanding of workflow logic and problem solving with interest in international markets
- Required understanding of artificial insemination and the dairy and beef industry; experience preferred

The work schedule is Monday thru Friday, 8:00 am to 4:30 pm and will be subject to change to meet departmental needs. Occasional overtime may be required. This hourly, non-exempt position based near Plain City, Ohio reports to the Manager of Global Order Operations.

Please submit resume with salary requirement to employment@selectsires.com by noon on Tuesday, March 26, 2021. Review of résumés and interviews may commence prior to March 26, 2021.

Select Sires, Inc. is a drug-free workplace. All applicants will be given full consideration but are not guaranteed an interview.