

Cattle Receiving & Processing Coordinator

Summary:

Responsible for overseeing receiving and processing of cattle for entry into feedyard and pastures. Reports to Cattle Manager.

Essential Functions include but are not limited to the following:

- Review and/or prepare daily agenda for cattle movements.
- Prepare receiving records for input into CMS.
- Prepares and distributes processing orders.
- Prepare tags and other necessary products required for each lot.
- Oversee moving cattle from receiving pens to working area and to home pens.
- Oversee all processing procedures as directed by work orders.
- Prepare itemized animal health billing.
- Prepare proper ISO non-conformance logs and reports.
- Ensure bred heifers are handled appropriately.
- Collect and enter into system individual animal ID data for customer.
- Responsible for daily drug reconciliation and reporting.
- Responsible for drug and ear tag orders.
- Ensure copies of MSDS are retained at processing site.
- Maintain housekeeping in the processing area.
- Ensure compliance with all ISO/HACCP and OSHA/Safety procedures, rules and regulations.
- Opening and closing of 12'-16' gates, overhead slider gates.
- Operating a 4 wheel ATV to move cattle in & out of pens, requiring you to get on and off multiple times throughout the day; onto some rough & uneven surfaces at times.
- Walking on foot to push cattle out of unloading pens, & moving cattle to processing area either on foot or via ATV.
- Exposed to outdoor weather elements including but not limited to: cold, heat, rain, mud, snow & wind.
- Complies with applicable OSHA; FDA; and EPA regulations and maintains appropriate compliance records.
- Other duties may be assigned.

Qualifications:

- Associate's degree from two-year college or technical school, or one year related experience and/or training is preferred but not required.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to perform basic math functions and calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Accounting software and Internet software.
- Valid driver license.
- Ability to speak English.

Personal Competencies:

- Adaptability - Adapt to changes in the work environment.
- Attendance/Punctuality - Is consistently at work and on time.
- Cost Consciousness - Conserve organizational resources.
- Dependability - Follow instructions, respond to management direction; keep commitments; complete tasks on time or notify appropriate person with an alternate plan.
- Ethics - Treat people with respect; work with integrity and ethically.
- Initiative - Ask for and offer help when needed.
- Innovation - Generate suggestions for improving work.
- Interpersonal – Keep emotions under control.
- Judgment – Exhibit sound and accurate judgment.
- Oral Communication - Listen and get clarification; respond well to questions.
- Organizational Support - Follow policies and procedures; complete administrative tasks correctly and on time.
- Planning/Organizing - Use time efficiently.
- Problem Solving – Identify and resolve problems in a timely manner.
- Quality - Demonstrate accuracy and thoroughness.
- Quantity - Complete work in timely manner.
- Safety and Security - Observe safety and security procedures.
- Team Work - Contribute to building a positive team spirit.
- Technical Skills – Strive to continuously build knowledge and skills; share expertise with others.
- Written Communication - Able to read and interpret written information.

Work Environment:

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts, airborne particles and vibration. The employee is frequently exposed to outdoor weather conditions and the noise level in the work environment is sometimes loud.

Physical Demands:

While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to **40** pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.