

JOB DESCRIPTION

Title: Part time Office Help

Reporting Relationships:

Reports to the Office Manager

Qualifications:

Must possess a friendly, positive attitude and organizational skills, as this position represents the image of Reproduction Enterprises, Inc. to callers and customers.

Ability to operate a multi-line telephone system in an efficient and professional manner.

Communicate pleasantly with the public.

Excellent verbal and written communication skills.

Must maintain a high level of confidentiality.

Knowledge of computers required.

Working Relationships:

Since this position requires a great deal of people interaction, must maintain excellent rapport with members of REI staff as well as the public in general.

Daily Activities:

- Assist Shipping Department – Including packaging shipments and performing shipper tank inventories.
- Assist Caning Personnel – Counting, caning, moving inventory to storage and verifying.
- Filling tanks with Nitrogen (including customer tanks)
- Keep current pen sheet.
- Handling semen/embryos in Nitrogen tanks (extreme cold)
- Daily and weekly cleaning.
- Filing – helping with all general office duties.
- Maintaining inventory and resolving any issues as they arrive.
- Completing full inventories of customer's semen storage tanks.
- Completing full inventories of REI's liquid nitrogen storage tanks.

- Reconciling inventories completed on REI's storage tanks.
- Assisting lab tech by filing paperwork and folders, also, by inputting collections into data entry program.
- Duties as assigned.