

Reproduction Enterprises, Inc.

Stillwater, OK

Employment Opportunity: Embryo Transfer Office Coordinator

About REI:

Reproduction Enterprises, Inc. (REI) is a growing reproduction service center located in Stillwater, OK. REI has been involved in semen collection and processing since 1978 and has been a member of National Association of Animal Breeders (NAAB) for several years. REI has maintained (CSS) certification status with NAAB since 1982. Semen processing and freezing has expanded to not only include bovine but also caprine, equine, white tail deer and more recently canine. In 1980 REI began embryo transfer services in cattle. REI has operated as a certified facility for over 15 years with the American Embryo Transfer Association (AETA). REI desires to expand their female reproductive services, to include many of the same species in which we are cryogenically preserving semen.

Job Description:

The Office Coordinator duties would include scheduling and explaining artificial inseminations, ultrasounds, palpations and other female services. They would organize and plan all AI, palpation, ultrasound, and small ruminant schools. The ideal candidate should have a background and passion in reproductive physiology and will be required to interact with livestock daily. On-sight training will be provided for an individual with a desire for reproductive physiology.

General Requirements

- Background in the livestock industry
- In-depth knowledge of bovine and small ruminant reproduction
- Physical ability to perform tasks
- Ability to learn/train in specific areas
- Assist with customer relations

Education Requirements:

- Bachelor's in animal science or a related field

Primary Responsible

- Assist walk-in customers by scheduling appointments and providing protocol information or acquisition of synchronization drugs. (This duty takes priority of all others.)
- Answer the central telephone system in a professional manner, which consists of a total of four incoming lines.
 - It is necessary to stay abreast of current events in all divisions at REI in order to channel calls to the proper area for assistance or to take messages as necessary.
- Operate emailing systems and messaging within the office.
- Assist customers with orders, releases, and account concerns on the phone and in person.
- Pull Semen for ET services as needed
- Schedule all IVF services
- Assist with any questions of female services we offer

Benefits:

- Health, Vision and Life Insurance
- Paid Vacation/Holiday
- Competitive Salary
- Retirement program

This full-time, salaried position is available immediately. There will be a required 4 to 6 -week training and observation period following job acceptance. During this time, the candidate will receive extensive training in our specific procedures and will be evaluated for his/ her compatibility with our team. Salary will be commensurate with experience and benefit eligibility will be determined following completion of the training period. Due to the nature of this work with animals, early mornings and late evenings will sometimes be required.

**Please send resume to Natalie Ledgerwood.
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