

Reproduction Enterprises, Inc.

Job Description: Shipping Manager

Stillwater, OK

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.

Education Requirements:

Bachelor's degree in animal science, business, or related field

General Requirements:

- Must be available Monday through Fridays.
- 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.

Job Duties

1. All facets of shipping and receiving customer tanks (must be able to lift/maneuver heavy tanks that can reach up to 100 lbs when filled with nitrogen).
 - Checking in shipments.
 - Taking shipping calls
 - Inventory any semen, supplies, or embryos that come in
 - Invoice out and pull out-going shipments
 - Coordinate part-time help to pull, verify, and pack shipments
 - Issue call tags
 - Maintain shipper inventory
 - Cool off shippers
2. During peak calling times, answer the central telephone system, which consists of a total of four incoming lines, in a professional manner.

3. Facilitate orders that are received via the website.
4. Promote REI, its services and employees at every available opportunity.
5. Maintain shipper condition and inventory.
6. Manager the transfer process
7. Put away shipments
8. Duties as assigned.

Daily Activities

1. Check in shipments by 10:30 or as soon as they arrive
2. Prepare outgoing shipments
3. Check for and send out orders received through the website
4. Issue necessary call tags
5. Maintain shipper inventory and location

Weekly Activities:

1. Clean and organize warehouse.
2. Put away semen that has been counted and caned.
3. Verify customer tanks have been measured and filled.
4. Attend the weekly office meetings.

Monthly Activities:

1. Verify shipper tank inventory
2. Assist with weekly cleaning
3. Other duties as assigned

Other Activities:

1. Assisting customers in person or on the phone by taking orders. Orders will need to be pulled and verified.
2. Training new employees
 - a. How to fill semen tanks and shippers.
 - b. How to fill C tank with nitrogen and how the nitrogen system works in the building.
3. Filing receipts, invoices and adjustments and any other general office duties
4. Maintaining inventory control and resolving inventory issues as they arise
5. Work Saturday's from 9-12 in rotation with other full-time employees.

Back-Up Duties:

There will be times when co-workers are out due to vacation or illness. During those times, the Shipping Manager will be required to do the following:

Customer Service Representative

- a. Process daily credit card and check deposits and autopay if needed.
- b. Assist walk-in customers with all needs.
- c. Make certain REI tanks are filled on Tuesdays and Fridays
- d. Move up in order of person to answer phone

Reproduction Enterprises, Inc is an Equal Opportunity Employer.

Job Type: Full-time

Please send resumes to lori@reproductionenterprises.com