



Reproduction Enterprises, Inc.

Employment Opportunity: Part-Time Office Assistant

Stillwater, OK

Company Description

Reproduction Enterprises has been involved in semen collection and processing since 1978 and is a member of National Association of Animal Breeders (NAAB) with (CSS) status since 1982. In 1980 REI began embryo transfer services and has operated as a certified facility for over 35 years with American Embryo Transfer Association (AETA).

Objective

REI is looking for an individual that is passionate about the livestock industry with a desire assist our Bull-Stud Office Team.

Qualifications

- Must be available Monday through Fridays.
- Must be willing to work at least 20 hours per week
- Ability to stand for long periods of time
- 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.

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)
- 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.

Please send resume and cover letter to Lori Henderson.

lori@reproductionenterprises.com

(405)377-8037