



Position Title: Operations Coordinator

Location: Corporate Baraboo Office- Onsite

Position Description

Overview:

Equity, Wisconsin's largest livestock marketing cooperative, is also one of the nation's largest livestock marketing organizations. Service to its members is a primary obligation of all employees. The responsibility of the Administrative Assistant is to positively conduct activities and services under the direction of the Jr. Vice President of Marketing. The role of this position is to provide assistance to the Operations department encumbering the Commodities department, Sheep and Calf division, Communications/PR department, Market Operations, as well as non-auction operations staff. This position will conduct daily tasks in a manner that meets all Cooperative policies, and manage daily responsibilities in accordance with established goals, plans, procedures, and budgets as directed by the Jr. Vice President of Marketing and Chief Operations Officer

Essential Functions:

1. Promotes the advantage of doing business with Equity Cooperative Livestock Sales Association
2. Acts in compliance with all applicable State and Federal Rules and Regulations and Equity Cooperative Livestock Sales Association
3. **Operation Support**
 - Responsible for the day-to-day tasks of the Commodities, Sheep and Calf Division
 - Complete and post daily and weekly statewide market reports
 - Maintain scrapie tag inventory and files
 - Manage daily Equity trucking reports
 - Update employee livestock handling training database
 - Maintain market assessment and audit/inspection records and database
 - Compile organic livestock and market information and assist with organic audits
 - Manage employee Weighers' Certification file and perform period review/audits
 - Attain copies and track bi-annual scale test inspections from each market
 - Collect annual nutrient management plans for each market and maintain accurate records
 - Track livestock ID requests submitted by the markets and coordinate with packers for requested information.
4. **Online Auctions**
 - Create and distribute lot listing for Equity Electronic Lamb Division
 - Contact and notify buyers of upcoming sales
 - Receive and input bids from buyers during an auction
 - Create and oversee an auction as needed
 - Coordinate post sale activities

5. Contracting

- Record, track, and execute livestock contracts
- Schedule contract deliveries
- Assist accounting with contract payouts writeups

6. Patron Services

- Field phone calls from patrons
- Serve as liaison between patron and operations department staff to insure timely response
- Assist with in person patron events as needed
- Assist with communications to patrons derived from communications manager

7. Assist audit functions under the direction of the executive leadership team

8. Assist executive leadership team with special project work

9. Perform other duties as assigned

Qualifications and Requirements:

1. 2+ years of relevant related work experience.
2. Basic livestock knowledge
3. Ability to multi-task
4. Strong computer skills
5. High attention to detail and good organizational skills
6. Well developed interpersonal and communication skills
7. Strong, positive history of professionalism and working with people

EEO Statement:

Equity Cooperative Livestock Sales Association believes in equal employment opportunity. Our organizational success depends on the effective utilization of qualified people regardless of race, creed, color, religion, sex, age, national origin, disabilities, veteran status, marital status, sexual orientation, military status, genetic information, or any other characteristic protected by state or federal law.

Reports to: Jr. Vice President of Marketing

FLSA Status: Non-Exempt

Employment Status: Full-time - hourly