



Job Description

Position Title: Supply Chain Logistical Specialist
Job Status: Hourly
Direct Reports: None
Reports to: Supply Chain Manager

Nature of Position:

This position will assist in managing all aspects of scheduling, loading, transport, and unloading of weaned/feeder pigs, sows, gilts, market hogs and overstocks. Will also handle the truck wash schedule and the reporting of all pertinent records/documents.

Essential Functions:

(Order of Essential Functions does not indicate importance of Functions)

1. Assist with establishing, maintaining, and communicating the master pig flow of weaned/feeder pigs to all pertinent parties.
2. Assist with establishing, communicating, and managing the internal pig movement schedule.
3. Assist the Supply chain manager in all duties and projects for the department.
4. Responsible for preparing and distributing the truck wash schedule.
5. Responsible for the continuation of improving efficiencies in pig flow processes.
6. Assist in the market hogs transportation coordination.
7. Assist with establishing, maintaining, and communicating the master marketing schedule to all pertinent individuals.
8. Responsible for daily changes and adjustments to all pig flows and movements. Once changes and adjustments are made, responsible for communicating changes to pertinent individuals.
9. Assist with coordinating changes in the marketing schedule, and communicating changes to pertinent individuals.
10. Perform process monitoring and work in a manner that promotes customer focus, teamwork and continuous improvement.
11. Identify process improvement opportunities.
12. Achieve PQA+ (Pork Quality Assurance Training).
13. Achieve TQA (Transportation Quality Assurance Training).
14. Take appropriate action to ensure product specifications are met throughout the production and delivery phase.
15. Record all required data and information as required by the Quality Manual and related quality system documents.
16. Responsible for taking an active role in the safety program, which includes following safety procedures, policies, and continued training.
17. Complete all pertinent paperwork and charts as determined by supervisor.
18. Responsible to communicate problems/issues to supervisor in a timely manner.
19. Responsible to perform duties as assigned by supervisor.
20. Assist with special projects pertaining to the finishing group.
21. Oversee and implement the SOP's and policies contained in the M2P2 manuals and Employee Handbook.
22. Entrust in the company's mission, vision, values, and goals.

Success Factors:

- Able to take action in solving problems while exhibiting judgment and a systematic approach to decision making, always forward thinking.
- Able to react to a work environment that will change day to day as unexpected things occur in the production system.
- Able to work with people in such a manner to build high morale, create positive energy, and group commitments to goals and objectives.
- Able to establish and carry out specific courses of action for self and/or groups in an independent manner; willing to commit to long hours of work and personal sacrifice in order to reach goals.
- Able to relate to routine operations in a manner that is consistent with existing solutions to problems; to conform to establish policies and procedures.
- Self motivated and dedicated to the company.
- Ability to organize and prioritize tasks.

Job Qualifications:

- Bachelor Degree in Logistics or Transportation Logistics.
- Two plus years of experience in logistics.
- Have extensive knowledge of Microsoft Office and Microsoft Access.
- Must have experience in logistics software.
- Live within commuting distance from M2P2 office in Ames.
- Be able to effectively communicate orally and in writing with other employees and company contacts.

Working Conditions:

- General climate- Both climate controlled office and environmentally controlled confined livestock facilities.
- During summer months, outside temperatures may exceed 100 degrees Fahrenheit, and during the winter months outside temperatures may fall below 0 degrees Fahrenheit.
- When performing different tasks inside and/or outside noise can become very loud.
- Each day one may encounter dust, odors and other hazardous conditions/materials.
- Will be exposed to electrical boxes and machinery that are not to be entered or repaired by those who are not certified in basic electrical training and/or lock out tag out.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS STATE HEREIN.

Employee Signature

Date

Immediate Supervisor Signature

Date

Prepared By: VP of Support Operations
Last Revised By: Human Resources
Approved By: VP of Support Operations

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