



LIQUID FEEDS INC

ENHANCING RUMINANT HEALTH

Job Description Operations Coordinator May 2023

Liquid Feeds Inc is a small family-owned business operating in Southern Ontario. Our focus is on enhancing ruminant health and nutrition through the supplementation of sugars found in molasses and whey, along with soluble proteins. We offer products and services designed for dairy, beef, sheep and goats. We have re-focused and re-tooled our products and services to meet the needs of producers and are extremely excited to share our knowledge, products and services with producers in Ontario.

Looking for:

- Expert planner and scheduler
- Extremely organized, detail oriented, able to prioritize tasks & efficient at multi-tasking
- Excellent follow-up and follow thru skills
- Adept at handling high pressure situations, tight deadlines, and constant change
- Ability to make decisions
- Able to establish & maintain excellent customer service & employee relations
- Ability to follow rules & regulations
- Works well independently (self-starter) and as part of a team
- Liaison between Sales & Operations

Responsibilities:

CUSTOMER ORDERS / DELIVERIES

- Order desk for re-orders & inside sales
- Planning & scheduling truck loads on a daily, weekly & monthly basis
- Setting up new accounts
- Scheduling new installs on farms

PLANT

- Daily inventory tracking
- Daily manufacturing scheduling
- Timely purchasing of bulk ingredients for manufacturing
- Purchase equipment, tanks and pumps as required
- Monthly inventory reconciliation

OUTSIDE CARRIERS – U.S. Loads

- Schedule outside carriers for pick up of ingredients from the U.S.
- Complete customs paperwork
- Manage new CARM program (CBSA) for imports

ADMINISTRATION

- Implement Price changes as required
- CFIA: Assist with Annual Inspection, complete yearly renewals of Registered Feed products
- Complete Formula changes, customer formula requests & CFIA labels

Salesforce, Quick Books Desktop, Excel- Intermediate skills, Word, Outlook, data entry

Salary Range \$60,000 plus depending on skill and experience. Benefits available after 3 months.

If you are interested in being part of our dynamic team and like a variety of tasks, please reach out to us at rmitchell@liquidfeeds.com

Liquid Feeds is an Equal Opportunity Employer.