

POSITION TITLE:	Plant Office Coordinator	Tier:	
REPORTS TO:	Plant Manager	Date Reviewed:	6.25.26
DEPARTMENT:	Operations	Date Approved:	6.25.26
TYPE OF POSITION:	Full-Time/Non-Exempt	Revision #:	1
OFFICE LOCATION:	Watertown, SD		

POSITION DESCRIPTION:

This position is responsible for assisting the plant operations by coordinating information transfer with the company and managing data to assist plant personnel internally. This position reports to the Plant Manager.

RESPONSIBILITIES AND DUTIES:

- Adhere to all company policies and GMPs.
- Understand and execute food safety and HACCP practices and protocols.
- Pull daily sales orders, assign inventory, or add to production schedule.
- Prepare all required shipment documentation and scan finished paperwork to appropriate departments.
- Maintain schedule daily, sending COA's and BOL's to customers and completing orders in database.
- File all production and shipping paperwork.
- Answer phones to schedule incoming and outgoing shipments.
- Enter plant supplies and inventory into database.
- Create labels for orders and verify Label inventory and use.
- Maintain records for employee training.
- Maintain records for plant 5S and safety programs.
- Facilitate monthly inventory reconciliation with plant personnel.
- Conduct grain testing as needed for incoming and outgoing grain.
- Perform other duties as required by the Plant Manager.

QUALIFICATIONS:

- Computer literate
- Knowledge of Microsoft Excel and Word required
- Good customer service
- Well organized with attention to detail
- Team orientated
- Excellent communication skills
- Ability to make decisions
- Ability to follow detailed instructions

BACK UP:

- Plant Manager

Name:		Date:	
Signature:			
Manager Name:		Date:	
Signature:			