

RED ANGUS

RANCH TESTED. RANCHER TRUSTED.

Title: Value-Added Programs Shipping Specialist (within the RAAA Commercial Marketing Department)

Location: National Red Angus Office - Commerce City, CO

Full-Time: 3 days a week shipping, 2 days a week office support

Primary Job Purpose:

The qualified candidate will assist the RAAA Value-Added Department in the shipping of program materials in a timely manner. Orders are placed by customers who qualify for participation in the value-added programs that RAAA offers.

Position Responsibilities:

- Accurately record, process, and assemble detailed data/information in accordance with USDA Process Verified Program requirements and other Commercial Program requirements.
- Collect, input and evaluate detailed data into the supply management database.
- Prepare and gather daily outgoing shipments
- Ensure proper shipping allotments and distribution
- Electronic filing/recording of completed work
- Maintain inventoried materials and communicate inventory levels accurately
- Willing to travel to/from storage unit daily (4.5 miles)
- Ability to multi-task in a fast-paced environment
- Maintain office cleanliness and organization
- Support staff, as needed in other areas, based on need and assignment. See page 2 for more detail.

Qualifications:

- Able to obtain an AIMS username with the United States Department of Agriculture
- Excellent oral and written communication skills
- Comfortable with computers (mac preferred) and related technology, including printers
- Self-motivated and able to work in a team environment
- Superb attention to detail and ability to cross-reference between documents
- Understand and execute deadlines
- Must be willing to learn the Red Angus database for day-to-day operations

Education/Experience:

- Bachelor's degree in Agriculture preferred and/or Beef cattle industry experience preferred

Closing date is December 22, 2023. Interested candidates may submit a cover letter, resume and list of three references to tags@redangus.org. For further questions, please contact: Jeananne@redangus.org or Halla@redangus.org.

RED ANGUS

RANCH TESTED. RANCHER TRUSTED.

Title: Value-Added Programs Shipping Specialist (within the RAAA Commercial Marketing Department)

Location: National Red Angus Office - Commerce City, CO

Full-Time: 3 days a week shipping, 2 days a week office support

Primary Job Purpose:

The qualified candidate will assist the RAAA Value-Added Department in the shipping of program materials in a timely manner. Orders are placed by customers who qualify for participation in the value-added programs that RAAA offers.

Position Responsibilities:

- Accurately record, process, and assemble detailed data/information in accordance with USDA Process Verified Program requirements and other Commercial Program requirements.
- Collect, input and evaluate detailed data into the supply management database.
- Prepare and gather daily outgoing shipments
- Ensure proper shipping allotments and distribution
- Electronic filing/recording of completed work
- Maintain inventoried materials and communicate inventory levels accurately
- Willing to travel to/from storage unit daily (4.5 miles)
- Ability to multi-task in a fast-paced environment
- Maintain office cleanliness and organization
- Support staff, as needed in other areas, based on need and assignment. See page 2 for more detail.

Qualifications:

- Able to obtain an AIMS username with the United States Department of Agriculture
- Excellent oral and written communication skills
- Comfortable with computers (mac preferred) and related technology, including printers
- Self-motivated and able to work in a team environment
- Superb attention to detail and ability to cross-reference between documents
- Understand and execute deadlines
- Must be willing to learn the Red Angus database for day-to-day operations

Education/Experience:

- Bachelor's degree in Agriculture preferred and/or Beef cattle industry experience preferred

Closing date is December 22, 2023. Interested candidates may submit a cover letter, resume and list of three references to tags@redangus.org. For further questions, please contact: Jeananne@redangus.org or Halla@redangus.org.