



## **Inventory and Logistics Coordinator Job Description**

### **Overview:**

ReproScan Technologies is seeking to contract with a detailed, enthusiastic, and self-motivated Inventory and Logistics Coordinator. This individual is responsible for inventory management, quality control, shipping and receiving, and more. This position requires a self-starter who can independently prioritize both short-term and long-term tasks, work with a team to support sales goals and manage inventory. An extreme attention to detail and ability to think critically are important character traits for this position. This position offers flexibility, variety in work-day tasks, and a positive team-oriented working environment.

### **Job Description:**

Working with the current staff and other contractors, the coordinator will assist with the following tasks:

1. Oversee the quality control and product assembly.
2. Assist with inventory management.
3. Handle shipping and receiving.
4. General office organization including filing and cleaning.
5. Coordinate the logistics of various events.
6. Assist with data stewardship projects.
7. Assist other team members with various projects as directed.
8. Answer the phone as needed and direct to the appropriate person.

\*Please note, as we are a smaller company, the above is subject to change as needed and is not an exclusive list of all job duties.

### **Requirements and Skills:**

1. Extremely Detailed – efficiently perform multiple procedures that require consistent attention to detail.
2. Ability to prioritize – evaluating the order of importance of tasks/projects according to deadlines.
3. Technology – work with various machines, providing consistent quality controls.
4. Computer Skills – ability to work with Microsoft Office programs; we also utilize Salesforce and Trello (we are will to train on both of these)
5. Communication – interact with a wide range of people graciously and efficiently.
6. Organized – assist in inventory control, warehouse organization, office cleaning.
7. Dependable –
  - Perform tasks in an efficient manner.
  - Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures.

**1374 State Highway 92, Winterset, IA 50273**

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- Establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- 8. Willingness to learn - pursue personal development of skills and knowledge necessary for the effective performance of the role.
- 9. Critical Thinking – able to evaluate the whole situation and work to find a solution.
  
- 10. Ability to occasionally lift up to 50 pounds and spend several hours a day on your feet.

#### **Details:**

- This position is expected to be a full-time position. Normal office hours are M-F 8am-4pm
  - Flexibility is available.
- The compensation for this package will be negotiated based on relevant skills and experience.
- This position is primarily based at the office in Winterset with all necessary tools being provided at the office.

#### **About ReproScan:**

ReproScan is committed to providing simple, durable, and affordable ultrasound equipment with excellent customer service. ReproScan has been selling and servicing veterinary ultrasound equipment since 2008. ReproScan continues to grow and is excited to add another team member.

ReproScan Technologies focuses on livestock ultrasound equipment. This specialized equipment is used by veterinarians and large dairy, beef cow/calf and feedlot producers. The environment that the equipment is used in can be tough on equipment and quite dirty. It is essential that all ReproScan staff be empathetic to the demanding lives of the people that use our equipment and understand the conditions that it is used in.

The ReproScan team is committed to continual teaching and training. We are a small company and as such, cross training and product training are necessary for a successful, small-team working environment.

For further questions and details, please contact:

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