



Memorandum

To: Select Sires Employees
From: Cece Utendorf, HR Coordinator
Date: July 17, 2017
Re: Open Position – Export Documents Coordinator

Select Sires, Inc. is seeking an **Export Documents Coordinator** for our Westby, Wisconsin facility to enter data, coordinate, and produce required Model 1 documentation, maintain database, and communicate status of weekly export shipments for World Wide Sires Ltd.

Candidate must be able to:

- Effectively maintain the documentation flow between the Veterinary department, USDA-APHIS, World Wide Sires and other departments of Select Sires
- Maintain the lines of communication of veterinary department to other departments and outside inquiries
- Conduct activities in a professional and responsible manner and remain current in professional education
- Efficiently and safely conduct necessary testing, physical examinations, and assist with bull health and welfare under the guidance of veterinary staff, on an as needed basis

Requirements:

- Intermediate computer skill level with ability to accurately prepare a wide variety of correspondence and reports in Microsoft Outlook, Excel, Word, and Internet Browsers to enter data into proprietary programs
- Demonstrate an understanding of workflow logic, client service, communication, interpersonal relations, and problem solving
- Strong organizational skills, self-motivated, and uncompromising attention to detail
- Knowledge of proper instrument handling and sample management is required
- Fundamental understanding of AI industry, preferred
- Must have valid driver's license and be insurable under the company's automobile insurance policy

Qualified candidates (internal and external) must submit résumé **with salary requirements and employment history** to cutendorf@selectsires.com.

This is an hourly, nonexempt position and will report to the Westby facility Staff Veterinarian. All applicants will be given full consideration, but are not guaranteed an interview.

Select Sires, Inc. is a drug-free workplace. All applicants will be given full consideration but are not guaranteed an interview.