

**Office Coordinator I - Logistics**

Open Date: 1/9/12

Close Date: Open until filled

Location: Richmond, Virginia

Shifts: 6:30am -6:30 pm, Sunday through Friday, Saturday work may be required

The Office Coordinator I provides administrative support on a daily basis to maintain the efficient operation of the Order Fulfillment Center and ensure customer order satisfaction; performs administrative support duties such as answering calls, filing, and data entry, assisting associates and greeting customers and a variety of other tasks according to schedule.

**Primary Responsibilities**

- Provide administration and services support for UHF Order Fulfillment Center
- Daily execution of production and external customer related reports (batch tickets, invoicing, etc)
- Resolve external customer issues to include, product research, labeling, missing invoices, etc
- Interact directly with customers and associates on a daily basis ensuring good customer service
- Perform various company related projects as needed

**Tasks Performed**

- Answer and troubleshoot customer calls to include, product research, late trucks, missing invoices, etc.
- Greet guest and associate visitors and provide excellent customer service
- Run numbers for daily external customer orders in Cimpro, enter and invoice external orders
- Review order reports for accuracy (invoicing, comparison reports, supply inventory, etc)
- Create production orders as needed and create orders for add-ons
- Process credits and/or charges for external customers, generate end of day reports and invoicing
- Create and delete batch tickets
- Distribute and receive inner and outer office US mail, payroll checks, and associate uniforms
- File production reports and paperwork
- Create plant communication as needed, send and receive emails
- Provide pick up/delivery of products as needed and assist with external customer pick ups
- Other tasks as assigned

**Position/Environmental Conditions:**

- Use of general office equipment, inside office working conditions
- Some lifting of supplies and materials from time to time up to 25 pounds
- Occasionally position may require standing and/or walking for a minimum of four hours, repetitive bending, reaching, stooping, pushing, pulling and lifting product weighing up to 50 pounds
- Occasional exposure to extreme variations in temperature caused by equipment in the plant

**Other Qualifications**

- Demonstrates ability to effectively communicate to meet customer service and quality objectives
- Good oral and written communication skills
- Data entry skills to include 10-key data, general understanding of basic math principles
- Strong attention to detail and ability to maintain confidentiality
- Ability to proactively handle and prioritize multiple tasks with anticipation and flexibility
- Ability to work alone and as part of a team and collaborate effectively
- Experience and successful application in Excel, Word and Outlook
- Knowledge of Cimpro and Food Distribute a plus

**Additional Requirements:**

- High School or equivalent
- Minimum 1 -2 years office experience or related

**How to Apply:**

Submit your resume and cover letter to [careers@ukrops.com](mailto:careers@ukrops.com)