



TITLE: Operations Coordinator

REPORTS TO: Sales Director

SUMMARY: Responsible for the operations of our CA onion programs

RESPONSIBILITIES:

- Acts as the main liaison between the Calipatria and Bakersfield warehouses, the sales team and grower partners
- Works with the Sales Director on crop projections and aligns that with a sales forecast to support our leading, priority and terminal market partners
- Responsible for the direction and direct supervision of the CA onion operations
- Works with the sales team and growers to proactively plan sales around the size, quality, and yields of the crop
- Leads, monitors, and guides the management team in being aware of, and involved in, all daily operations
- Directs and coordinates warehouse activities including receiving, packing, repacking, and shipping – recommends modifications in operations to maximize product quality and keeping the right product to the right customer
- Constantly monitor movement balanced with pricing, in conjunction with the Sales Director
- Work to ensure accurate and timely collection, trouble / problem settlement, and payment for product sold
- Communicate regularly with growers and make sure that their issues are addressed in a timely manner
- Handle some sales as needed
- Participate in daily P&O team meetings and provide crop, harvest, packing, and sales updates
- Maintain knowledge of markets and trends, etc. related to onions and customers
- Coordinate efforts with Sales Director to manage year round supplies and provide the best possible service to our customers and growers
- Works with the Sales Director on additional duties as needed – including projections, variety evaluations, food safety, grower accounting, etc.
- Travel required and will work from Calipatria 6-8 weeks out of the year.

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of USDA standards and regulations a plus
- Basic working knowledge of Word, Excel and Outlook required
- Detail oriented
- Strong communication skills – oral and written
- Excellent organization skills
- Strong interpersonal relations – able to establish, build, and maintain business relationships

EDUCATION / EXPERIENCE:

- Bachelor's degree in business, management, marketing, or agriculture preferred
- Seven to ten years of sales, quality assurance, warehouse management, or customer service experience required
- Five to seven years of management experience required

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions
- The noise level in the work environment is usually moderate

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee may occasionally need to lift and / or move up to 30 pounds
- Specific vision abilities required by this job include close vision and ability to adjust focus
- While performing the duties of this job, the employee regularly sits; uses hands to finger, handle, or feel; and talks or hears
- The employee may frequently reach with hands and arms
- The employee may stand and walk occasionally

CORE COMPETENCIES AND BEHAVIORS

Team Oriented

- Works cooperatively and collaboratively with others
- Is open, not defensive and easy to approach
- Earns the confidence, trust and respect of others

Communication

- Communicates in an open and honest way
- Builds consensus - solicits input and discusses options with people affected before making decision
- Keeps others informed, communicates expectations and shares information
- Listens actively and understands others views and needs

Values Driven

- Supports, promotes and models the values of L & M (*Service, Integrity and Relationships*)
- Balances entrepreneurial spirit with the needs of others and the vision of the company
- Shows a strong work ethic and commitment to L & M

Customer Focus

- Treats customers as business partners
- Listens actively to external *and* internal customers
- Constantly looks for better ways to service customers

Leading Others

- Provides direction, honest and timely feedback
- Effectively delegates to employees
- Meets with employees frequently to focus priorities, create and discuss current projects / goals and plan for the future.

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