



Position: EID Tag Assistant Manager
Location: Castle Rock, Colo.

This position's primary function is helping producers order Electronic Identification (EID) Tags and facilitating that order process to ensure a producer is then eligible for various IMI Global verification programs. This role combines customer service and logistics to ensure animal identification and traceability is in place with IMI Global customers and supply chains.

Roles & Responsibilities:

- Collect EID tag orders from beef customers and assist in making decisions based on their unique situation
- Enter orders to tag manufacturers and into numerous systems to ensure tags are shipped to the right location and in the right quantity
- Provide quality assurance as part of the management process
- Facilitate order tracking to ensure orders are shipping on time
- Troubleshooting / corresponding with customers and tag manufacturers throughout the process
- Inventory reconciliation
- Associate accounting processes
- Coordinate EID tag related activities with IMI Global Account Managers
- Other duties as assigned

Additional Skills & Experience:

- Livestock and/or Agricultural background and experience is preferred but not required
- Knowledge of Microsoft Office and QuickBooks is preferred but not required
- Detail oriented with the ability to multi-task and manage priorities effectively and efficiently
- Sense of urgency towards customer service and task management
- Strong aptitude for professionalism and courtesy
- Self-motivated with a proven work ethic and the willingness to learn
- Must have a positive, solution-oriented attitude and be a team player

Working Conditions:

- This position is located in our Castle Rock, Colorado headquarters with no remote possibility. Working hours are Monday through Friday from 8am to 5pm, with additional hours possible. Additionally, due to the nature of the information handled within this position, complete confidentiality, and refrain from conflict of interest is demanded, and failure to adhere to these requirements is a terminable offense. We are a company that encourages self-starters and we reward highly motivated employees.