
**ABS Global, Inc.
JOB EXPECTATIONS**

Position: Distribution Specialist

Reports To: Warehouse Supervisor

Key Function: To effectively and efficiently perform all supply and warehousing tasks to ensure maximum productivity, order accuracy and cost-effective operations.

Accountability: For all phases of receiving, warehousing and shipment of semen and related products.

Interdependent Responsibilities: Order Fulfillment employees including Customer Service, Sales Management, Independent Representatives and customers

The following represents the specific expectations of a Distribution Specialist and how the performance of those responsibilities is measured.

PICKING/PACKING/SHIPPING

Objective

To accurately and efficiently pick and pack semen to meet customer and order fulfillment needs.

Standards

- ◆ Follow all Standard Operating Procedures for the safe and accurate picking and packing of orders.
- ◆ Pick, pack, ship and accurately document all orders within the same day of order placement or release from Customer Service.
- ◆ Ensure all shippers are properly maintained and in working condition prior to shipment thus achieving zero shipper failures.
- ◆ Verify product quantity on order manifest prior to picking and packing and sign packing slip
- ◆ Achieve zero shipping errors.
- ◆ Achieve zero inventory variances.

RECEIVING

Objective

To effectively receive all products delivered to the ABS dock in accordance with procedures and safety policies.

Standards

- ◆ Accurately count, verify and record all receipts within a reasonable timeframe.
- ◆ Monitor shipments for damage, breakage or other problems and document circumstances immediately upon discovery.
- ◆ Ensure proper Purchase Order documentation; accurately match all items with receiving copy of Purchase Order to verify shipment request.
- ◆ Maintain minimum inventory on the Receiving dock at all times.
- ◆ Notify appropriate departments of products received and efficiently organize for pick-up or delivery.

SAFETY & SECURITY

Objective

To perform all job functions in accordance with ABS safety and security policies and to ensure safekeeping of all ABS warehouse inventory and equipment.

Standards

- ◆ Carefully monitor N2/O2 levels in all relevant facilities (buildings, trailers, etc.) to ensure air quality meets safety policies and OSHA requirements.
- ◆ Wear appropriate safety gear at all times in accordance with safety policies.
- ◆ Operate forklift with proper certification only and in accordance with safety policies.
- ◆ Ensure facility doors are locked and buildings are secured at all times.
- ◆ Ship product in compliance with Hazardous Materials shipping regulations.
- ◆ Verify all product movement is accompanied by the appropriate authorization and documentation.
- ◆ Achieve zero accidents, safety violations and/or unsafe operations reports.

GENERAL WAREHOUSE & ADMINISTRATION

Objective

To assist in all aspects of effective warehouse operations and administration.

Standards

- ◆ Monitor inventory levels and notify appropriate personnel of critical shortages.
- ◆ Accurately perform with cycle counting when requested achieving zero variance.
- ◆ Assist with stocking to effectively manage supply levels and on-hand product.
- ◆ Outline daily tasks and prioritize tasks to meet customer deadlines.
- ◆ Maintain warehouse employee procedure manual and ensure all policies are current. Recommend revisions as necessary to gain efficiency streamline processes and meet order fulfillment goals.
- ◆ Assist in training new employees on tasks, procedures and processes.

PROFESSIONALISM AND DEVELOPMENT

Objective

To ensure the image and service orientation of the department and ABS remains professional at all times. To strive to develop new skills and assume greater responsibility within the department and organization.

Standards

- ◆ Maintain professional verbal and written communications with co-workers, internal and external customers, and vendors at all times.
- ◆ Be flexible with respect to job responsibilities and consistently strive to be an effective team member.
- ◆ Strive to advance your skills and display a willingness to accept future development.
- ◆ Actively participate in ABS training opportunities to further develop skills applicable to the department.
- ◆ Gain a thorough understanding of ABS's business and the department's role within the company.

QUALIFICATIONS

Education: Indicate the minimum education level and field(s) which a person must typically have in order to qualify as an applicant for this position. This will not necessarily be the same as the educational level of a person currently in the position. Do not indicate an education level if, for example, others are successfully performing similar work without that level of education, e.g., do not indicate that a Bachelor's Degree is necessary if others are known to perform similar jobs successfully with a high school diploma. Examples – high school diploma; two years technical school; bachelors in accounting; Ph.D. in genetics or biochemistry.

High School Diploma.

Secondary education in warehousing or logistics preferred.

Experience: Indicate the kind and length of experience which you think a person must have previously acquired in order to qualify as an applicant for this position. Examples – two years office and clerical; five years research laboratory technician/technologist; seven years veterinarian; one year keypunch operator.

1-3 years of progressively responsible experience in warehousing and shipping.

Experience in inventory and/or logistics preferred.

Special Skills: List necessary skills, which a person must already have in order to qualify as an applicant for this position. Examples – proficient typist; operate electrophoresis or spectrophotometer; speak German; operate bookkeeping machine.

PC literacy and keyboarding skills including basic order entry.

Strong attention to detail and skill working with numbers.

Effective communication skills.

Abilities:

Ability to lift 50 pounds.

Ability to work effectively in a team environment

Certification & Licenses: List those required in order to perform in this position. Examples – registered nurse; certified public accountant; certified by State of Wisconsin as a veterinarian; possesses a valid Wisconsin driver's license; possesses a valid operating engineer's license.

Valid Wisconsin Drivers License.

Forklift Operators License.
