

# Operations Coordinator

Land O'Lakes, Inc.  
Orland, CA



## **HOURS/DAYS:**

**8:00 a.m. - 4:00 p.m. M-F**

*\*This role may require occasional over time and weekends.*

Imagine what you can do at Land O'Lakes. Our growth relies on extraordinary talent and boundless thinkers who are always looking for a better way and believe anything is possible. Like you, innovation and technology drive us.

At Land O'Lakes, you will also be part of a community with creative doers and dreamers, who want to make a difference. We work together combining our global perspective and direct access to the source to create practical, new solutions to meet agriculture's toughest challenges.

Join the team at any Land O'Lakes location or with one of our retail-owners and you'll sense the optimism, honesty and innovation that goes into everything we do. Together, we strive to feed human progress.

## **JOB DESCRIPTION:**

To execute Operations and Administrative tasks associated with Cheese Production at the Orland, CA Facility. Catalyst - for Orders and Inventory Management. The Operations Coordinator handles all inbound and outbound appointments and provides full support (clerical & hands-on) for warehouse, logistics management, and production labor schedule. Works closely with Managers, Supervisors, Leads, Operators and Admin to support Production Operations and other duties as assigned by Management.

### **Essential Functions:**

- Print Open Orders Outbound Report to start the shipping process, create pick request, print shipping Manifest, Create Pick Suggestions and print Picking Slip sheets.
- Evaluate product shortages based on Picking Slip sheets
- Print Open in Bound Report
- Schedule Receiving and Shipping Orders based on Inbound and Outbound Report received daily from Logistics
- Confirm appointments with carriers for Inbound and Outbound deliveries based on schedule
- Perform product reclassification in Catalyst based on direction from QA, Planning or Warehouse Management
- Maintain CHEP pallet reporting/tracking spreadsheet based on order activity report from Catalyst. Order CHEP Pallets weekly or as needed:
- Knowledge of Warehouse shipping/receiving processes;
- Knowledge of WH inventory management practices for finished goods, direct and indirect supplies.
- Scheduling Cheese Shipments based on production type and volume.
- Shipping Cheese Loads from Duche or other warehouse locations. Coordinate with sales, outside customers, logistics and customer service.
- Work with Quality to move and offer out degrade cheese to outside sales customers.
- Spec Devs/Degrade loads

- Advance work orders- Catalyst, FG, Lab Finished Cheese workbook.
- Inventory adjustments in E1 Catalyst
- Manage Fleetwide Fuel Cards
- Operator Licenses- One Drive (Get money orders for CDFA)
- Manage Production Labor Schedule
- Finished Goods Cycle Count- Quarterly and Weekly Ingredient count adjustments
- Feed License/Tonnage Tax
- Petty Cash
- Vending machine money and banking
- Tool Allowance Maintenance Compensation
- Donations/Contributions/Employee Events
- Key Control
- Check deposits
- State of CA housing Registration Renewal on 3 units in July
- Spare Parts Inventory Cycle Counts & Reconciliation
- Direct and Indirect Supply Inventory Cycle Counts and Reconciliation

#### **Preferred Competencies:**

- Knowledge/experience with ERP systems
- Oracle
- Ariba
- JDE Catalyst I
- Knowledge of WH shipping/receiving processes;
- Knowledge of WH inventory management practices;
- Attention to Detail, able to work independently and within time constraints towards objective

#### **Required Experience**

- High School Diploma/GED
- 1+ years of comparable Administrative and Operations experience
- Proficient skills in Microsoft Office (Excel, Outlook, Word)

Land O'Lakes, Inc. is an Equal Opportunity Employer (EOE) M/F/Vets/Disabled. The company maintains a drug-free workforce, including pre- and post-employment substance abuse testing pursuant to a Drug and Alcohol Policy.

Neither Land O'Lakes, nor its search firms, will ever contact you and ask for confidential information over the phone or in email. If you receive a call or email like this, please do not provide the information being requested.

Land O'Lakes endeavors to make Landolakesinc.com accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact the HR Solution Center at 844-LOL-HR4U (844-565-4748) M-F 8:00am-4:30pm CT.

**How to Apply:** Go to the Land O'Lakes Careers site (LandoLakesinc.jobs) and search for a job in Orland, CA. You can use: A Smart Phone Device/A Computer, a Tablet (e.g., iPad), a Public Computer (for example, at a library or your local Workforce Center). You must have a personal email address to receive communications.