

*Rejuvenate*

## **Administrative Coordinator Job Description**

Department            **Twin Ash Farms**  
Reports to              **General Manager**



The Coordinator is responsible for the administrative aspects of the organic processing facility. Duties will include the coordination of products flowing into and out of the facility, providing necessary documentation to members of the operations team, and supporting the facility with required third-party compliance tasks.

### **Duties and Responsibilities**

1. Work with growers, brokers, and operations team to create a smooth flow of inbound and outbound product.
2. Weigh in trucks upon arrival and departure to create Scale Tickets.
3. Ensure proper documentation is made available and collected, i.e. bills of lading, trailer inspections, clean truck affidavits and organic compliance validation.
4. Ensure paperwork is available to be completed accurately, i.e. production logs, tote identification tags, lot number and buyer information, etc.
5. Use gathered information, provide insight, suggestions, and support of the crop cleaning process to maximize capacity and minimize cycle times through the facility.
6. Serve as backup for inbound and in process quality checks.
7. Member of the Food Safety Team
8. Create purchase orders in Eden Foods' resource software for incoming materials and facility necessities.
9. Create work orders for crops to be processed and follow up with accurate entry of variances to the plan upon completion of processing (quantities, dates, lot numbers, yields, etc.).
10. Promptly issue sales invoices for services rendered.
11. Track employee training, meeting minutes, and other miscellaneous administrative functions.
12. Light cleaning in the office, scale house, employee amenity and bathroom areas.
13. Order general office supplies and secondary operational supplies (small tools, personal protective gear, and other miscellaneous operational necessities).
14. Adhere to current Standard Operating Procedures

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## Requirements

1. Education, skills, and experience sufficient to successfully complete or be trained to fulfill job responsibilities
2. Reliable, high moral and ethical standards
3. Written and verbal communication abilities
4. A consistent teamwork mindset
5. Willing eagerness to learn and develop skill to actively participate
6. Customer Service skills – personalized, proactive, and problem solving
7. Computer skills including Microsoft Office and Google Mail
8. Become and remain proficient in processing data and communications using company tools
9. Organization skills, planning and ability to follow up with necessary parties (internally and externally)

A candidate with passion for food, more specifically, organics is greatly desired. Experience with record keeping, compliance/regulatory experience and agriculture are certainly traits that would receive heavy consideration.

This job description is not intended to be all-inclusive or a complete explanation. Employees must also perform other duties as assigned by their supervisor and Management as needed. Eden Foods reserves the right to modify job duties and responsibilities. A job description is not a written or implied contract of employment.



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