

Lead Production / Operations Associate

Division: Van Beek Nutrition, LLC

Reports to: Mill Operations Manager

Primary Purpose:

The primary purpose of the position is to assist in the day-to-day manufacturing operations at the Idaho Plant. This person ensures that effective methods are put into place so that the plant runs to its maximum productivity. The main responsibilities are to participate and oversee manufacturing and delivery of mineral premixes adhering to food safety and occupational safety compliance. This will include assisting the Mill Operations manager with employee training, work schedule, equipment and vehicle maintenance, and inventory management. When the Mill Operations Manager is gone, this position will be in charge of running the mill.

Duties & Responsibilities:

- **Manufacture Mineral Mixes**
Assisting with the daily production of animal feed, printing tags, programming ration formulas, bagging, cleaning, and loading of trucks, ensuring strict adherence to prescribed formulations and quality control requirements.
- **Mill Oversight**
Responsible for mill oversight when Mill Operations Manager is gone ensuring quality systems and processes are maintained. This may include assisting with employee training, putting together the work schedule, maintaining equipment and vehicles, and general housekeeping of the building and grounds.
- **Inventory Oversight**
Assist the Mill Operations Manager with managing availability of ingredients, packaging, and finished goods ensuring adequate stock is on hand to complete daily and weekly production targets. Assist with incoming and outgoing ingredient deliveries. Physically receive ingredients and accurately record in manufacturing software. Assist with quarterly physical inventories to ensure accurate inventory and reduce shrink. Work with the Purchasing Manager to coordinate timing of ingredient purchases that the plant must carry without compromising production efficiency. Coordinate warehousing and storage of ingredients to comply with FIFO and ingredient rotation.
- **Delivery / Pickup**
Act as backup person to deliver mineral mixes to the customer and pickups of ingredients and supplies from vendors. Assist with the logistics of feed delivery to multiple sites looking for efficiency and cost effectiveness for the mill.
- **Other Duties as assigned by Management**

SKILLS, ABILITY AND QUALIFICATIONS REQUIRED:

- Strong leadership and interpersonal skills
- Strong analytical, problem solving and organizational skills
- Ability to work effectively in a team environment.
- Experience in feed milling and management an asset

Job Requirements & Skills:

- **Education**
 - 4 year business management degree preferred
- **Work Experience**
 - Extensive experience working in a mineral production plant is required
 - Understanding of current industry regulations
 - Demonstrated leadership role of staff
- **Skills Required**
 - A Commercial Driver's License (CDL) or the ability to pass a CDL test
 - Interpersonal, oral and written communication, and organizational skills are an absolute necessity
 - Basic ability to utilize computer software including Word, Excel, Outlook, WEM and Feed Management Systems
 - Must be able to operate a forklift
 - Must be able to kneel, bend, squat and carry 50 lbs. bags of material
- **Character Traits**
 - Honesty, integrity, and an optimistic attitude are an absolute requirement.
- **Travel**
 - Limited