



JOB TITLE	Business Operations Coordinator
DEPARTMENT	Operations
REPORTS TO	Sales Director
STATUS	Non-exempt
FT EQUIVALENT	1.0

POSITION SUMMARY

Responsible for coordinating smooth and efficient logistics operations through effective communication with drivers, warehouse staff, territory managers, and dealers. Partnering with sales support, grower services, and dealer support to ensure exceptional customer service.

RESPONSIBILITIES

- Collaborate with drivers, warehouse staff, territory managers, and dealers to ensure clear and efficient information flow.
- Develop and manage delivery schedules to optimize routes and ensure on-time deliveries.
- Streamline logistics processes, maintaining organized records and workflows.
- Proactively address and resolve logistical challenges to minimize disruptions.
- Provide exceptional service to dealers and clients, addressing inquiries and ensuring satisfaction.
- Remain flexible and adjust plans in response to changes in schedules, priorities, or operational needs.
- Maintain accuracy in all logistics tasks, including documentation, scheduling, and inventory tracking.
- Utilize Microsoft Word, Excel, Teams, and other software effectively, with a willingness to learn new logistics-related platforms.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE

- 2-year Degree or Equivalent related work experience
- DOT compliance knowledge preferred

SUCCESSFUL CANDIDATE WILL POSSESS:

- Strong verbal and written communication skills
- Proficiency in Microsoft Office (Word, Excel, Teams) and adaptability to new software
- Exceptional organizational and time management skills
- Ability to thrive in a fast-paced, dynamic environment
- Strong problem-solving skills
- Customer-centric mindset

- The ability to demonstrate through action, Peterson Farms Seed's Core Tenets:
 - Integrity
 - Team Contribution
 - Excellence
 - Positive Attitude