



## **SOUTHWEST AGROMART POSITION DESCRIPTION**

Position Title: Logistics Administrator  
Report To: Finance and Admin Manager

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### **GENERAL DESCRIPTION:**

Responsible for bringing together all possible SWAG products, resources and services to the existing regional customer base by building long term relationships, based on a thorough understanding of the customer's needs. Support the areas of SWAG's CPP and fertilizer logistics as it relates to distribution centers, coordinating deliveries and inventory levels.

### **KEY RESULTS AREAS:**

#### **CUSTOMER SERVICE AND SALES SUPPORT:**

**40%**

- Services the customer by meeting their needs within a region, via phone, email and counter service.
- Coordinates customer requests and sales with operations staff to ensure customer requirements are met.

#### **OPERATIONS AND ADMINISTRATION:**

**20%**

- Responsible for crop inputs logistics at the location including data entry, recordkeeping and third party relationship management.
- Assists the Regional Manager with inventory management, ordering and monthly/yearly
- Responsible for A/R data entry including processing orders, invoicing and file management that is consistent with SWAg guidelines and policies.
- Assists the regional team with account reconciliations, sales reporting and document management.

#### **LOGISTICS:**

**40%**

- Support and coordinate internal logistics and storage of products within SWAG locations.
- Communicate and coordinate on farm airflow services in a timely manner
- Coordinates the product return processes including empty containers, skids, totes and obsolete products
- Participate in the coordination of the centralized services (and related product logistics), including Custom Spraying (ground and air) and with the third-party operators or regions associated with these services

### **SKILL**

#### **Education**

- Requires a community college diploma or equivalent, achieve and maintain job specific required licences

#### **Experience**

- More than one year but less than three years of relevant experience required.

#### **Complexity/Problem Solving**

- Work is somewhat diversified. The employee works toward assigned objectives under general direction and guidance. The employee may make decisions and exceptions to standards or precedents where appropriate.

### **EFFORT**

#### **Mental Effort**

- Carries out tasks requiring significant concentration on a variety of activities, some of which involve the assessment of a considerable number of options and occasionally require the use of complicated

analytical methods.

**Physical Demands**

- Sitting or driving or walking on even surfaces or lifting weights not exceeding 10 kg (22 lbs.) for periods of up to one hour.

**Dexterity and Coordination**

- Work involves fine co-ordination where the employee is required to perform tasks that demand the accurate co-ordination of fine movements, where speed is a secondary consideration.

**RESPONSIBILITY**

**Accountability (Risk)**

- Incorrect or inappropriate decisions have a noticeable impact on third parties such as a time delay as the source of the error is traced and corrected, time and costs involved in repeating an operation or anxiety to Management or employees.

**Financial Authority**

- Regularly carries out basic financial tasks such as processing transactions, recording and entering data, handling significant amounts of cash, purchasing of departmental supplies or equivalent.

**Staff Supervision**

- Provides incidental guidance to an assistant(s) doing detailed work related to individual's position, or serves as channel through which work is directed or checked.

**Policies and Procedures**

- Duties require the choice of methods and procedures to be used in carrying out the work and/or response to general requests for information and opinion.

**Contacts**

- Work involves frequent contact with the public, other levels of government/agencies and with a wide variety of staff to provide or obtain information and service that is important to the operation of the organization.

**WORKING CONDITIONS**

**Physical Discomforts**

- Individual has no exposure to the hazardous conditions of severe discomfort caused by temperature extremes, inclement weather, dust, dirt, waste and similar factors, or is exposed to physical hazards and danger resulting from use of chemicals, operation of heavy equipment, entry into confined spaces, direct contact with disease-causing organisms and related conditions, but a reasonable proportion of the work results in exposure to the discomforts.

**Stressful Situations**

- Individual has no exposure to highly stressful conditions caused by such things as dealing with very irate people, meeting tight deadlines, constant interruptions, life and death situations but a reasonable proportion of the work results in exposure activities creating moderate degrees of stress but not to the point of being highly stressful.

*If interested, please send resume to [employment@southwestagromart.com](mailto:employment@southwestagromart.com).*