# EccoFeed

**your quality, our priority.**

## ADMINISTRATIVE COORDINATOR

Eccofeed LLC is an exporter of raw materials for the animal feed industry worldwide. Our customers are generally producers of finished feed to grow the main animal species in the food chain, as well as for breeding and the pet-food sector.

As a fast growing company that started in 2012, we're always open to invite new members to join our passionate and dynamic team, to build a career worthy of reaching and achieving the best opportunities for professional development and unlimited growth.

The administrative position is primarily focused on the logistical processes, making sure all exports are completed per schedule while working simultaneously with the Commercial, Purchasing and Accounting Departments, making sure all reports are accurate and up to date in the system.

The position's main objectives consists of but are not limited to :

### Day to day

- Reviewing export documents (serving as a second set of eyes)
- Receiving / sending shipping documents from suppliers / customers
- Daily system updates entering transactions' details into the trade folders
- Update Task management systems for Logistics, Commercial and Accounting Dept.
- Update Raw material's stock reports
- Update Account Receivable and Payable in coordination with the Accounting Dept.
- System updates such as : Add/ Remove Customers, suppliers, generate invoices, general shipping documents.
- Work closely with the Logistics' Dept. with the raw material Sanitary registration process, working alongside with Sanitary authorities in the various countries.

### Others

- Receiving / arranging raw materials' Samples
- Meeting coordination
- Trips and events' coordination (reservations, hotel, restaurants, etc)
- Requesting marketing material / Ordering office supplies, stationary
- Trade show organization / logistics handling

### Aptitudes, Skills

- Comfortable communicating verbally, good listener
- Team player
- Calendar management

- Self-driven, results' oriented
- General administrative skills
- Fluent in English & Spanish (verbal & writing skills )

- Attention to detail , organized
- Computer Skills (Apple operating system preferable)

- Maintain a good attitude, and able to work under pressure
- Generate Reports using Spreadsheet or word processing software/apps.