Hy-Line International

JOB TITLE: International Export & Logistics Specialist	**LOCATION:** Hy-Line International
INCUMBENT: Multiple	**DEPT: Export & Logistics**
REPORTS TO: Director of Planning and Logistics	**STATUS: Exempt**
Created: April 2019	**Revision Date(s): December 2024**

Statement of Purpose: Coordinate and manage documentation and activities required for the movement of day-old chicks and hatching eggs throughout the US or internationally in accordance with governmental requirements.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

- Manage the necessary up to date documentation and online forms required for shipment of Hy-Line products within North America and internationally in particular to the assigned area of distribution within the team, as provided to the team in oral, visual and written presentation.
- Coordinates with the veterinarians to obtain the health certificates and supporting documents for the day-old chick orders and hatching egg shipments.
- Ensure customer satisfaction and provide professional customer support
- Effective communication with export authorities, customers, and suppliers, in all relevant territories and countries, as necessary to ensure efficient, positive, and lawful movement of Hy-Line products worldwide
- Establish and maintain effective and relevant export activities that support the organization's sales, purchasing, production and overall operating functions
- Provide relevant administration required for the timely and accurate shipment of product (i.e., health certificates, shipping statements, schedules, licenses, and transport and safety documentation.)
- Collaborate with freight forwarders and airline personnel to schedule regular on-site visits for training, troubleshooting, and overall relationship enhancement.
- Stay informed of logistics technology advances and applies appropriate technology to improve the groups logistic processes.
- Have proficiency in all relevant IT systems required for the export function.
- Comply with OSHA, biosecurity, and welfare regulations
- Other duties as assigned

COMPETENCY and KNOWLEDGE REQUIREMENTS

- Bachelor's degree in international relations, agriculture business management or related field preferred and 3-5 years of logistic & export work experience
- Customer Service-driven individual with pleasant phone and in-person manner and voice
- Must be able to work on routine assignments with collective logic and good decision making
- Vigilant attention to detail, particularly in the detailed reviewing and proofing documentation and for strict adherence to current export requirements
- Highly organized individual with the ability to streamline and continue to pursue to improve processes
- Demonstrated project management skills, including organizational skills for project planning and execution
- Work effectively in a team environment and the ability to maintain open communication
- Ability to effectively manage time, prioritize and organize workload to meet shipment deadlines
- High level of computer skills in Microsoft Office (Word, Excel, Teams, SharePoint)
- Maintain the integrity of confidential information both written and oral
- Ability to work under rapidly changing circumstances and keep a positive attitude

Description of Physical and Mental Demands

Position: International Export & Logistic Specialist	**Department:** Logistics & Export
Developed by: HR	**Date Created/Revised:** December 2024

Physical Demands

On the job time is spent in the following physical activities. The amount of time spent for each physical activity is indicated below

	None	Up to 10%	Up to 30%	30% - 60%	More than 60%
Standing		X			
Walking		X			
Sitting					X
Talking and/or Hearing					X
Using hands to handle, feel					X
Kneeling		X			
Squatting		X			
Crouching		X			
Crawling	X				
Reaching overhead		X			
Reaching forward		X			
Tasting or Smelling	X				
Climbing Stairs		X			
Rotating Trunk		X			
Flexing Trunk		X			

This position requires that weight be lifted:

	None	Up to 10%	Up to 30%	30% - 60%	More than 60%
Up to 10 pounds			H		
Up to 25 pounds		H			
Up to 40 pounds		H			
Up to 50 pounds	X				
Up to 75 pounds	X				
Up to 100 pounds	X				
More than 100 pounds	X				

FH = Floor to Waist, H = Horizontally, O = Overhead, WA = With Assistance

This position requires that force be exerted by pushing/pulling:

	None	Up to 10%	Up to 30%	30% - 60%	More than 60%
Up to 10 pounds		X			
Up to 25 pounds		X			
Up to 50 pounds		X			
Up to 100 pounds	X				
More than 100 pounds	X				

WA = With Assistance

The typical noise level is:

- ☐ Very Quiet
- ☐ Quiet
- ☒ Moderate Noise
- ☐ Loud Noise
- ☐ Very Loud Noise

Hearing Requirements:

- ☒ Ability to hear equipment alarms
- ☒ Ability to hear person call
- ☒ Ability to hear instructions from employees or leaders

Repetitive Motion

On the job time requires the following hours of repetitive activities:

	0	1 – 2	3 – 4	5 – 6	7 +
Repetitive use of foot control	B				
Repetitive use of hands					B
Grasping: simple/light			B		
Grasping: firm/heavy	B				
Fine dexterity			B		

R = Right, L = Left, B = Both

Work Environment Conditions

This job requires exposure to the following environmental conditions. The amount of time spent in these conditions is indicated:

	None	Up to 5%	Up to 30%	30% - 60%	More than 60%
Wet, humid (non-weather)	X				
Near moving mechanical parts	X				
Fumes or airborne particles	X				
Toxic or caustic chemicals	X				
Outdoor weather conditions		X			
Extreme cold (non-weather)	X				
Extreme heat (non-weather)	X				
Risk of electrical shock	X				

VISION REQUIREMENTS:

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 ft or more)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point
- ☒ Depth perception (3-dimensional vision, ability to judge distance and spatial relationships
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☒ No special vision requirements

OTHER PHYSICAL/MENTAL DEMANDS:

- ☒ Travel is required:
  - ☒ less than 50% of the time
  - ☐ 50% of the time
  - ☐ More than 50% of the time
- ☒ High volume workload
- ☐ Mentally stressful conditions
  - ☐ 25% or less of the time
  - ☒ 25-50% of the time
  - ☐ More than 50% of the time
- ☐ Other:

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Reasonable accommodations will be considered to enable individuals to perform the essential functions of the position.

I have received a copy of my position description, the responsibilities and requirements of the role and the physical/mental demands of the position. I acknowledge that I am able to perform all of the duties stated with or without reasonable accommodation. Further, I understand I am responsible for notifying my employer if any reasonable accommodations are required for me to perform my duties and responsibilities as outlined.

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Employee Signature Date Signed