



Hy-Line[®]

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Hy-Line International is looking for an International Sales Coordinator. Candidates interested in applying for this position should send a resume and cover letter to Keri Thomas at the address below or e-mail to: kthomas@hyline.com

The description for this position is as follows:

Position Title: International Sales Coordinator
Department: International Sales and Marketing Department
Reports to: Hy-Line Global Marketing Manager
Location: 1755 West Lakes Parkway, West Des Moines, Iowa, 50265

Primary Function:

To provide administration support of Hy-Line International's Global Sales & Marketing Director and Regional Business Managers. To coordinate activities related to global sales, customer data base maintenance (CRM) and all customer and employee/consultant visits to Hy-Line International.

Responsibilities/Duties:

- Promote the company philosophy of a global primary layer breeding company but with a local presence and positioning.
- Provide effective and efficient administrative support for Hy-Line's Global Sales & Marketing Director and Regional Business Managers (RBMs) to enhance the sales effort of Hy-Line Grand Parent, Parent and Commercial layers throughout the world.
- Track customer visits by RBMs and Technical Service team and verify expense reports.
- Coordinate financial reports for the President, International Sales & Marketing Director and RBMs, including the following:
 - Populate each RBM's Dropbox with the monthly receivables reports come out. Advise the RBMs that the report is available.
 - Send out the Future Sales Report from FLIP to the RBMs once per week and tell them what it is.
 - Populate each RBM's Dropbox with the monthly Financial Statement. Advise them that the report is available.
 - Populate each RBM's Dropbox with the monthly Actual vs. Budget by region FLIP report. Advise them that the report is available. Check report for accuracy.
 - Organize the official Order Placement Sheets with RBMs, planning/quality assurance and logistics group. Be aware of sales issues, contracts, hatch dates and info needed, plus troubleshoot with RBMs and logistics group.
 - Complete monthly Actual Sales vs. Revenue report for Global Sales & Marketing Director and match it to the financial.
- Collect order placement schedules from customers with RBMs.
- Prepare price letters and other communications to be sent to customers by RBMs.
- Gather and track 7-day livability reports from customers following chick deliveries.
- Correlate customer account statement adjustments and anticipate deadlines and follow payments from customers. Communicate customer account receivable data to Global Sales & Marketing Director and the respective RBM.
- Analyze technical service reports and summarize into a monthly report for the President, Sales & Marketing Director and Technical Service Director.



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- Track and follow-up with distributor contracts.
- Assist Global Marketing Manager with projects, events, meetings, tours, etc., as requested.
- Maintain the global customer database (CRM).
 - Edit contact information as necessary.
 - Export lists as requested.
 - Assist with data collection.
- Operate within defined budgets and be cost-efficient and cost-conscious.
- Be on-call for customers' needs and requests from the President, Global Sales & Marketing Director, RBMs and Global Marketing Manager.
- Other duties as assigned in order to meet changing demands within the company.

Qualifications:

- Commitment to working with shared leadership and in cross-functional teams.
- Strong oral and written communications skills.
- Ability to manage multiple projects at one time.
- Ability to take initiative and be proactive to help all HLI staff in administrative support.
- Courteous when answering the telephone and when speaking to all customers and colleagues.
- Respectful of other individuals and their respective cultures.

Special knowledge, Skills, Licenses, Certification:

- Bachelor's degree in international relations, agriculture business or related field preferred.
- Customer service-driven individual with pleasant telephone and in-person manner and voice.
- Ability 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 financials.
- Highly organized with the ability to streamline while pursuing improved processes.
- Demonstrated project management skills, including organizational skills for project planning and execution.
- Ability to effectively manage time, prioritize and organize workload to meet deadlines.
- High level of computer skills in Microsoft Office. (Word, Excel, Access and Adobe systems)
- Maintain the integrity of confidential information, both written and oral.

Hy-Line International provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Hy-Line International complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.