



Director of Operations – Full Time

Bluff Country Feed & Seed in Mondovi, WI is looking to add a full-time Director of Operations to our expanding business. Bluff Country Feed & Seed is a small, locally owned company that prides itself on working with growers of all sizes and management styles. This candidate should be a team player, self-driven and willing to go above and beyond.

Job Summary:

The operations director is a critical person in the day-to-day operations of our feed mill and warehouse locations. The director will assist with the daily operations of the company in relations to product receiving, inventory handling, feed manufacturing, and product delivery. Coordinating with sales and administrative teammates to ensure inventory levels are maintained, and the product is received/delivered in proper timeframe. Additionally, the Director of Operations will assist with other tasks or jobs within Bluff Country to support the growth of the business, such as but not limited to government compliance, inventory movement between locations, facility maintenance, etc.

Duties and Responsibilities:

- Order, receive and record deliveries to replenish inventory
- Create manufacturing schedules and facilitate feed deliveries
- Ensure facilities and products maintain DATCP compliance
- Monitor and protect product margins through fluctuating markets
- Work with the sales staff to ensure proper product handling and delivery to customers
- Examine the levels of raw materials and supplies to determine shortages
- Work to optimize operational processes and procedures for max efficiency while maintaining quality
- Provide updates to owners regarding customer feedback and complaints
- Support Bluff Country growth through other tasks when and where necessary

Job Requirements:

- Bachelor of Science in a related field preferred, high school degree or equivalent considered
- Basic knowledge of livestock, agronomy, and crop production practices
- Excellent communication skills, including via telephone
- Computer skills, including Microsoft Excel and routine data entry
- Consistently lift 50-60# bags
- Operate a forklift and hold a valid driver's license. Class A CDL is a bonus.
- Self-motivated, honest, accountable, and forward-thinking

Compensation:

- This full-time position is compensated on a bi-monthly basis. Company vehicle will be provided. Candidate will have access to company provided Health Reimbursement Program.
 - Wage is paid via direct deposit. Paid twice monthly.

Bluff Country Feed & Seed

715-926-3531