**Logistics Coordinator**
Location: Winterset, IA

**Overview:**

ReproScan Technologies is looking for a highly organized, detail-oriented, and adaptable individual to join our small, dynamic team. This role is primarily focused on logistics but offers growth opportunities in technical repairs, sales, or marketing—depending on your interests and skillset.

If you thrive in a fast-paced environment, enjoy variety in your day-to-day work, and want to be part of a mission-driven company serving the animal health and veterinary industry, we’d love to hear from you.

**About ReproScan:**

ReproScan is a leader in providing simple, durable, and affordable ultrasound equipment, backed by exceptional customer service. Since 2008, we’ve supported veterinarians and livestock producers with ultrasound solutions built for tough, on-farm environments. We are also a leader in bovine ultrasound training worldwide.

As a small business, we value versatility, collaboration, and a willingness to pitch in as needed.

**Job Description:**

The **Logistics Coordinator** will work collaboratively with staff and contractors to perform the following responsibilities:

1. Coordinate logistics and representation for trade shows, training courses, and other company events (candidate dependent: some travel and weekend work may be required).
2. Coordinate repair logistics and ensure a high level of customer service.
3. Assist in developing and executing marketing plans, including social media, newsletters, and email campaigns.
4. Organize and manage the annual marketing calendar, including ad scheduling, creatives, and fulfillment.
5. Maintain digital platforms such as the company website, YouTube channel, and social media pages.
6. Assist in developing content and engage with customers to ensure relevant and consistent messaging.
7. Support the development and launch of new products and contribute to ongoing brand strategy.
8. Maintain accurate documentation and assist the team with all aspects of repair coordination.

*Note: As a small company, responsibilities may evolve and this list is not exhaustive.*

**Requirements and Skills:**

1. Extreme attention to detail.
2. Desire to learn.
3. Ability to work in a fast-paced team environment, independently managing a variety of tasks with flexibility.
4. Proven ability to work independently and take initiative.
5. Interest and passion for the veterinary and livestock industry.
6. Maintain professional standards in attendance, punctuality, appearance, and health/safety compliance.
7. Strong interpersonal skills; able to build and maintain effective working relationships.
8. Exceptional verbal and written communication skills for internal and external use.
9. Ability to travel by car or plane, including overnight stays as needed (candidate dependent).
10. Physical ability to occasionally lift up to 50 pounds and be on your feet for extended periods.
11. Proficiency with tools such as Adobe Creative Suite, Salesforce, Microsoft Excel, PowerPoint, Teams, and related software desired.

**Ideal Candidate Will Have:**

* Excellent communication and writing skills
* Strong attention to detail and time management skills
* Problem solving skills
* Willingness to jump into varied tasks within a small business
* Interest in agriculture, veterinary medicine, or the animal health industry

**Position Details**

* **Position Type:** Full-time, exempt
* **Work Hours:** Monday–Friday, 8:00 AM – 4:00 PM
* **Salary:** to be negotiated based on relevant skills and experience estimated range $40,000-$55,000
* **Time Off:** Company-designated holidays plus 40 hours of vacation (prorated for partial years). Vacation must be used by December 31 and will not roll over.
* **Health Insurance:** Offered through US Health Advisors. The company will contribute $150/month toward the plan of your choosing. This is a non-transferable benefit.
* **Retirement Plan:** Beginning January 1, 2024, a 401(k) plan will be available with a 1.5% employer match.
* **Work Location:** This position is primarily based at the Winterset office, where all necessary tools will be provided.

**Travel Policy:**

* Business-approved travel expenses will be covered by the company.
* Travel via company vehicle or personal vehicle (reimbursed at the IRS mileage rate) will be arranged on a case-by-case basis.

**Working Hours:**

This is a full-time position. Regular office hours are Monday–Friday, typically 8:00 AM to 4:00 PM, with occasional travel and extended hours for events or trainings.

**To Apply:**

Please submit your cover letter and resume to:
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