



an affiliate of

Job Title: Shipping Coordinator

Job Type: Seasonal (H&N Ontario Division)

HARTUNG BROTHERS, INC is a family-owned and operated agribusiness. We have been developing a wide range of solutions for agriculture producers and processors alike since 1975. Hartung Brothers offers agriculture contracts for seed corn and cucumbers to farmers and processors.

H&N Logistics LLC is the transportation affiliate of Hartung Brothers Inc and is responsible for assisting the logistics operations at our Chatham, Ontario facility with a variety of tasks related to the safe shipment of produce, documentation of all loads, and food safety requirements.

This is a seasonal position in a very busy environment once the harvest of cucumbers commences. The right candidate must commit to being able and willing to work long hours, including overtime. The physical demands of the job include heavy lifting and the ability to get in and out of semi-trailers. All work is done outside, with exposure to all types of weather.

Responsibilities:

- Direct flow of traffic with the yard to ensure efficient movement of trailers and vehicles.
- Inspect trailers to ensure they are sanitized in compliance with Food Safety requirements.
- Power-washing of trailers to maintain cleanliness and prevent cross-contamination.
- Clearing Bill of Ladings with Customs and brokers.
- Ensure all necessary documentation is completed accurately and promptly for each shipment.
- Update and maintain shipping spreadsheets as needed, recording trailer yard checks daily.
- Communicate clearly and effectively with drivers regarding yard procedures, trailer inspections, and necessary documents per shipment.
- Assist with trailer maintenance tasks as needed.

Preferred Qualifications:

- Candidate **MUST** be a self-motivated and detail-oriented person with a high drive to be able to focus in a high-tempo environment with the ability to adapt to changing situations on a daily basis.
- Excellent communication skills, including written, phone/ radio, and in-person.
- Advanced organizational skills are a must.
- Able to work outside in all weather conditions.
- Must be able to lift up to 50 pounds.
- Must have knowledge of health, safety, and food safety standards pertaining to the agricultural infrastructure (training provided).

To apply for this opportunity: Send your resume to

CAREERS@HARTUNGBROTHERS.COM

OR apply online at WWW.HARTUNGBROTHERS.COM/CAREERS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This may include mandatory overtime, weekends, and occasional holiday work during the season.