



Title: Regional Sales Fulfillment Associate (Internship Eligible)

Location: Regional, Spring Green, WI

Duration: June 1 - September 3, 2025, Temporary/Part Time (20-30 hours/week)

Compensation: \$18.00/hour

About the Role

Bio-Vet is seeking a **Sales Fulfillment Intern** to join our Regional Sales team. This internship offers a hands-on opportunity to gain practical experience in inventory management, order fulfillment, and customer support within the ag sales cycle. A qualified intern will be pursuing a degree in agriculture or related field and should be prepared to work independently, traveling to farms to meet with farmers and deliver products within a region covering southwest Wisconsin.

Bio-Vet is a leading producer of animal health & nutrition products. We combine the latest research with real-world experience to deliver innovative solutions that support animals' natural systems and improve their health.

Responsibilities

- Coordinate and deliver in-person product shipments to customers.
 - Maintain high professional standards when conducting business on behalf of Bio-Vet to maintain and develop Bio-Vet's reputation as the premier manufacturer of microbial / nutritional supplements.
 - Ensure customers have an adequate stock of the products they need.
 - Submit invoice orders into the Scanco Sales application.
 - Monitor and maintain accurate records of inventory, orders, and shipping data.
 - Ensure the inventory warehouse is consistently tidy and well-organized, supporting smooth inventory management and quick product retrieval.
 - Maintain positive business relationships with current customers in the assigned territory.
 - Organize and complete travel and route planning to effectively manage territorial geography to maximize effectiveness.
 - Direct customer inquiries to the appropriate departments and deliver prompt customer support regarding product performance to ensure customer satisfaction.
-



What We Are Looking For

- A strong work ethic and comfortable working independently, demonstrating initiative and responsibility in all tasks.
 - Skill in building rapport with farmer customers through in-person farm visits, facilitating clear and effective communication to address needs and concerns.
 - Internship-eligible candidates currently pursuing a degree in Agriculture, Agribusiness, Agricultural Nutrition, or a related field.
-

Requirements

- Valid driver's license, with an insurable driving record
 - Strong attention to detail and organizational skills including the ability to manage inventory and product orders with accuracy, while maintaining proper documentation.
 - An ability to effectively communicate with farmers, and team members, in-person, by phone, and via email.
 - Basic customer relationship management skills and the ability to understand customer needs.
 - Basic understanding of agriculture, livestock, and the agri-business market preferred.
 - Proficiency with Microsoft Outlook
 - Ability and willingness to learn Sage CRM, Scanco Sales, Dropbox, and SharePoint applications.
-

Application Details

Deadline to apply: May 23rd, 2025

How to apply: <http://bio-vet.com/join-our-team-8-2024/>

What to include: Resume and cover letter