

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Position Title | Inventory Control Coordinator |
| Department | Production  |
| Location/Site | Burlington, Ontario |
| Effective Date | June 2020 |

 **OBJECTIVE**

Reporting to the Production Manager, Finished Goods, the Inventory Control Coordinator is responsible for controlling the inventory accuracy of EarthFresh’s packaging materials and raw product. This role includes organization/maintenance of required packaging materials, conducting regular cycle counts (raw product and packaging materials), and supplying production with their packaging needs.

**QUALIFICATIONS**

Education/Certification:

* High School Diploma
* Current license for Forklift, Reach, Walkie

Experience & Skills:

* Minimum 1-2 years inventory control experience (packaging an asset) within a warehouse environment
* Strong communication skills (verbal and written)
* Strong organizational and analytical skills, problem solving and ability to prioritize
* Proficient in Word/Excel and Outlook as well as an inventory management software
* Ability to lift up to 50lbs repetitively and stand on feet for majority of the working day
* Flexibility and willingness to work overtime as required, which will include some evenings and weekends

**PRINCIPAL RESPONSIBILITIES**

1. Maintenance and organization of packaging materials/raw product at EarthFresh Foods.
2. Regular cycle counts of packaging materials, data entry and identifying discrepancies.
3. Assemble packaging requirements for Production on a daily basis and coordinate based on the Production Schedule.
4. Receive packaging orders from truck, verify quantities and store in packaging room in appropriate location.
5. Tracking flow of packaging materials from storage location to production.
6. Occasional picking and staging of packaging orders for shipments.
7. Other duties as required by the Production Manager, Finished Goods.