



JOB DESCRIPTION

INVENTORY COORDINATOR

OBJECTIVE

Reporting to the Director of Operations, the Inventory Coordinator is responsible for controlling the inventory accuracy of EarthFresh's packaging materials and raw product at EarthFresh Burlington facilities. This role includes organization and maintenance of required packaging materials, conducting regular cycle counts (raw product and packaging materials), and supplying production with their packaging needs.

QUALIFICATIONS:

- High School Diploma
- Current license for Forklift and Reach
- Minimum 1-2 years inventory control experience (packaging an asset) within a warehouse environment
- Proficient in MS Office as well as an inventory management software
- Strong communication skills (verbal and written)
- Strong organizational and analytical skills, problem solving and ability to prioritize
- 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 may include some evenings and weekends

PRINCIPAL RESPONSIBILITIES

1. Maintenance and organization of packaging materials/raw product at EarthFresh Burlington facilities.
2. Assemble packaging requirements for production on a daily basis and coordinate based on the production schedule.
3. Receive, unload, tag, store, maintain and organize packaging orders from truck, verify quantities and store in packaging room in appropriate location.
4. Tracking flow of packaging materials from storage location to production.
5. Regular cycle counts of packaging materials, data entry and identifying discrepancies.
6. Responsible for annual inventory count at the end of each fiscal year.
7. Occasional order picking and staging of packaging orders for shipments.
8. Coordinate with warehouse and procurement departments.
9. Other duties as required by the Director of Operations.