



JOB DESCRIPTION

PRODUCTION COORDINATOR, FINISHED GOODS

OBJECTIVE

Reporting to the Operations Manager, the Production Coordinator, Finished Goods is responsible for drafting reports on production processes, conducting daily repacking transactions, maintaining accurate production records, and contributing to continuous improvement initiatives while developing an in-depth knowledge of EarthFresh products, and operations procedures. This role is focused on aiding in the development of key production standard operating procedures and measurement of production efficiencies.

QUALIFICATIONS

Education:

- University degree / college diploma or equivalent

Experience & Skills:

- 1-2 years of experience in a production environment
- Proficient in Microsoft Office (intermediate level in Microsoft Excel)
- Ability to communicate in a data-driven environment
- Strong problem solving skills
- Strong organizational and prioritizing skills
- High attention to detail and able to multi-task
- Excellent verbal and written communication skills
- Ability to lift up to 50lbs and stand for long periods of time throughout the workday
- Flexibility and willingness to work overtime as required, including evenings/weekends

PRINCIPAL RESPONSIBILITIES

1. Coordinate and oversee finished goods activities on the production floor to ensure accurate, timely, and compliant handling of packed product.
2. Tag and verify pallets as they exit production lines to ensure correct product identification, traceability, and inventory accuracy.
3. Supply and manage finished goods inventory labels to support uninterrupted production and correct labeling standards.
4. Execute and validate finished goods transactions within the ERP system, including production reporting, pallet creation, and inventory movements.

5. Monitor finished goods flow from line discharge to staging to ensure alignment with production plans and warehouse requirements.
6. Verify product specifications, counts, grades, and packaging configurations prior to release to inventory.
7. Identify and resolve discrepancies related to labeling, palletization, inventory balances, and system transactions.
8. Escalate inventory risks, system issues, or production constraints and drive immediate corrective actions.
9. Communicate effectively with Production, Warehouse, Quality Control, and Planning teams to ensure finished goods accuracy and availability.
10. Ensure compliance with food safety, traceability, and record-keeping requirements
11. Support continuous improvement initiatives focused on inventory accuracy, traceability, and operational efficiency.
12. All other duties as required by the Operations Manager.