

# INVENTORY CONTROL COORDINATOR, PACKAGING

## OBJECTIVE

Reporting to the Purchasing Manager, this hands-on role of Inventory Control Coordinator is responsible for all aspects of EarthFresh's packaging materials inventory accuracy, including organization of required packaging materials for Production, conducting cycle counts and preparation of reports.

## QUALIFICATIONS

### Education:

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

### Experience & Skills:

- Minimum 1-2 years inventory control experience within a warehouse environment
- Strong communication skills (verbal and written)
- Organizational 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 inventory in packaging room / cleanliness of area.
2. Daily cycle counts of packaging materials, data entry and identifying discrepancies.
3. Assemble packaging requirements for Production on a daily basis based on production schedule.
4. Receive packaging orders from truck, verify quantity and put on racking in appropriate location.
5. Tracking flow of packaging materials from storage location to production.
6. Picking and staging of packaging orders for shipment.
7. Other duties as required by the Purchasing Manager.

Please email your resume and cover letter to: [careers@earthfreshfoods.com](mailto:careers@earthfreshfoods.com)

*\*Only those candidates who will be considered for an interview will be contacted.*

*EarthFresh welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*