

# INVENTORY CONTROL COORDINATOR

## OBJECTIVE

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

## QUALIFICATIONS

### Education:

- High School Diploma
- Current license for Forklift and Reach

### 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/cleanliness of inventory in packaging rooms and coolers.
2. Daily cycle counts of packaging materials and data entry.
3. Identify inventory discrepancies and communicate to the appropriate department.
4. Receive packaging orders from truck, verify quantity and put on racking in appropriate location.
5. Attend weekly update meetings with Operations Department.
6. Generate various inventory reports within inventory management system.
7. Tracking flow of packaging/product from storage location to production.
8. Other duties as required by the Operations 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.*