



Inventory Control

Critical Job Importance for Nursery Sales Team

Job Summary

The inventory control person will track crop location movement, crop readiness and bloom development. Counting recently planted crops and recording their location. Weekly review of crop quality and timing prior to shipping the crop. Tracking any product losses through production and sales. Also responsible for developing and maintaining quality control standards during production and shipping processes. Prepares weekly availability for Sales team, including crop images. Maintains crop label inventory.

Responsibilities for Sales Team

- Checking one week & three week out crop quality and readiness: update bloom codes, adjust ready weeks.
- Advise Sales of crop shortages and quality issues at shipping or on any committed orders.
- Record crop movement.
- Take and maintain crop images. Update inventory and Online Ordering with current images.
- Review plant quality at shipping. Direct pullers to correct crops.
- Prepare and send out Weekly Availability to customers.
- Run Lost Sales report to identify plants missing off availability / pulling errors.
- Assist with trade show concepts, design, plant selection and execution. (Fall)

Responsibilities for Production Team:

- Print weekly Work Orders (planting lists).
- Count and record planted materials by location.
- Record and report crop losses.
- Reconcile inventory at the end of the crop.
- Maintain notes on crop timing.
- Maintain quality control manual and standards.
- Print Tags and Crop markers as needed.
- Maintain tag inventory: including counts and ordering and proofing. (3x's a year)

Qualifications and Skills

- Basic Math
- Reading and Speaking English mandatory, Speaking Spanish a bonus
- Accuracy in data checking
- Tablet use, including camera operation
- Strong Spreadsheet skills, Excel
- Strong computer skills: including word processing and email
- Strong plant knowledge in Annuals, Vegetables and Herbs
- Physically fit enough to extensively walk greenhouses daily; exposure to the weather / greenhouse conditions.
- 3-5 years' experience for wholesale grower, independent garden center or related business.

Benefits and Compensation

- Hourly wage \$18-20 / hour depending on experience.
- Company paid health care for employee
- 401 K eligibility after 1000 hours (6 months)
- Paid Time Off – flexible to allow you to use for Sick, Vacation or Other
- Eligible for Sales Team Bonuses
- Cell Phone Allowance
- Family-Owned business with long term employees and involved in our community. We are a growing company with some room for advancement.

We grow floral, bedding, organic herbs, organic vegetables, berries, and hops for the Pacific Northwest.

Contact us at

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