



## Inventory Control Support (Seasonal Through About June of 2018)

**PROGRESSION OF SUPERVISORS:** Controller, Chief Financial Officer, Managing Director, Vice President, President

**JOB SUMMARY:** Assist with the coordination of crop inventory (grower ready and retail ready) at Four Star Greenhouse. Monitor that proper procedures are in place and being followed so that accurate inventory and availability is maintained.

**ESSENTIAL FUNCTIONS:**

1. Assist with the development of the Four Star inventory department. This includes creation of procedures and the establishment of daily, weekly monthly tasks for the department.
2. Assist with auditing of procedures and inventory
3. Perform inventory cycle counts
4. Perform physical inventory counts
5. Assist with the establishment and maintenance of accurate inventory in PICAS including area.
6. Communicate with the production, growing and shipping departments any non-adherence to established procedures and potential retraining.
7. Assist with maintaining accurate availability in PICAS and ensure the transmission of the availability is accurate to all online sources.

**ESSENTIAL WORK HABITS:**

1. Establish priorities, work independently, and accomplish objectives with minimal supervision.
2. Prioritize work within deadlines.
3. Identify challenges and make innovative suggestions for improvement.
4. Maintain a positive and cooperative attitude with all employees across all departments.
5. Promote positive morale by working effectively as a team member across departments.
6. Report to work as scheduled, maintaining a level of absences that results in minimal departmental disruption and minimal unfair burden on other employees.

**ESSENTIAL SKILLS:**

1. Hands-on individual with the ability to analyze processes, develop improvements and document the processes.
2. Demonstrate more than a basic knowledge of computers and applications such as Microsoft Word and Excel. Demonstrate the ability to quickly learn and adapt to new computer systems, company specific computer programs and other new technology.
3. Effectively use hardware such as printers, monitors, computers and copy machines.
4. Possess an intuitive nature with the ability to quickly learn new tasks and procedures.
5. Assist with the development of systems that reduce or eliminate recurring problems. Adapt systems to accommodate changes in operations.



**QUALIFICATIONS:**

1. 1+ years of inventory and demand planning experience desired.
2. Microsoft Excel experience.
3. Minimum High School Diploma.

**PHYSICAL ASPECTS:**

1. Part of the job is spent at a desk utilizing a computer and/or telephone with the remaining part of the job walking or standing in a greenhouse environment.
2. Employee will be exposed to the sun and/or high intensity lights.
3. Employee will work in a wet environment where clothes and footwear can become saturated.
4. Employee may be exposed to temperatures that can be at or 10-20 degrees above outside temperature. Employee may be exposed to temperatures that can be at or slightly above freezing for long periods of time.