



Position Available: Inventory Coordinator

The Inventory Coordinator handles various inventory control and data entry functions for their nursery locations.

Primary Responsibilities:

- Review various inventory reports within our various software systems
- Research and correct inventory counts in the system per standard operating procedures
- May perform entry of Build of Materials (BOM) into ERP and other various data entry
- May assist pulling department with any issues locating and/or completing orders in the inventory system
- Communicate with sales, purchasing and yard employees to resolve inventory count issues or ERP system issues relating to inventory
- Performs cycle counts
- Assist in plant container labeling
- Various other office and yard tasks assigned as needed

Experience and other requirements:

- Office experience of two years or more desired
- Ability to write and speak Spanish preferred
- Proficient in Microsoft Word, Excel and Outlook
- Excellent written and verbal communication skills
- Knowledge of plant nomenclature a plus

Job Specifications:

This is an "in office" position, no work from home option available. Must be able to remain in stationary position of either sitting or standing. Extensive typing and 10-key use required. Gross grasping and use of hands and fingers required. Will frequently work in both office and nursery yard and will experience outdoor weather conditions and uneven ground surfaces. Lifting requirement of up to 20 lbs., 20% of the time.

Benefits Offered:

401(K) with company matching of 4% once eligible. HMO and EPO Health plans with Kaiser and Anthem, employer pays portion of premium. Basic Life Insurance provided by employer. Dental, Vision and other voluntary insurances offered. Vacation, Sick and Holiday pay offered.

To Apply

Send a resume and cover letter to employment@devilmountainnursery.com.