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Job Posting

Availability and Inventory Manager

Date Posted: December 19, 2018

Location: Altman Plants, Peyton, Colorado

Department: Production

Reports To: Nursery Operations Manager

FLSA Status: Exempt

Please Contact

Bobby Steinlein

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Job Summary

Manages the availability process and availability team, ensuring that quality product is ready and available to meet the sales plan. Provides forecasts, monitors the inventory and availability relative to the sales plan, and manages the raw materials inventory. Ensures accurate physical inventory counts.

Overall Responsibilities

- Develop and mentor a strong availability team.
- Identify opportunities for continuous improvement to our quality and processes.
- Daily review, adjustments and distribution of pulling reports prior to the start of the collection.
- Perform quality control inspections in the fields during collection to make sure product meets our quality standards.
- Provide counts of available product by area for Availability updates on Monday, Wednesday and Friday, or as needed.
- Work with the sales team to ensure availability is loaded for the correct sales groups.
- Perform weekly forecasts on a variety of crops. Most forecasts will be needed before Supply and Demand Meeting.
- Provide special forecasts as requested.
- Continuously monitor inventory and production compared to plan, and identify any discrepancies early enough to react.
- Provide accurate information for the Ad Calendar (Corporate Orders).
- Become the subject matter expert and total company resource for the implementation of our ERP inventory system, including the development and documenting of best practices.
- Responsible for communicating product quality, field issues, and key informational points between coworkers and to management.
- Manage the receipt, disbursement and inventory of raw materials, including transfers between facilities.
- Manage the physical inventory process, ensuring accuracy and timeliness.
- Ensure that all team members work in a safe manner and embrace a culture of safety.
- Other duties may be assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong sense of teamwork and customer service
- Thorough knowledge of plant materials
- Exceptional organizational skills
- Computer literate: proficient with Microsoft Word, Excel, Microsoft Outlook
- Mathematical skills
- Be reliable, responsible, and dependable, and fulfilling obligations
- Bilingual is preferred

Please send resume and cover letter to bsteinlein@altmanplants.com.