

Job Description – Inventory Manager - (Full time; Non-Exempt)

Company Description: Bostock North America, Inc. represents BOSTOCK New Zealand organic apples in North America. BOSTOCK New Zealand is the largest organic apple producer in New Zealand and has been growing premium organic apples since 1996. The company uses sustainable organic practices to preserve and enhance the fertile soils, rivers and underground aquifer for future generations to enjoy. John Bostock was the founder of BOSTOCK New Zealand, and the first grower to approach organic apple production on a commercial scale in New Zealand. BOSTOCK New Zealand has grown to over 1200 acres of BioGro certified land and is responsible for marketing and exporting 85% of New Zealand's organic apple crop to the world.

Position Summary: The role of Inventory Manager will manage various part of the inventory system for product and packaging including receiving, reconciliation and work orders. Additionally, this position provides general sales support to the Company. Extended days/hours during seasonal peaks and/or after hours on-call may be required. The position is Full Time, Non-Exempt and reports to the Vice President.

Essential Duties and Responsibilities include the following. Other duties may be assigned as necessary:

- Contribute to creating efficient processes and procedures
- Conduct regular inventory reconciliations
- Create and oversee work order instructions for various packs
- Research and correct inventory discrepancies
- Enter and manage various costs for orders including freight, warehouse fees and customer specific charges
- Achieve and maintain rapport with customers, logistics personnel and other supply chain partners to provide excellent customer service
- Follow up on customer and supplier inquiries and monitor delivery information
- Work closely with Account Manager to develop and maintain customer relationships and programs
- Support the Supply Chain Manager with packaging purchasing, use, inventory and storage
- Manage inventory levels to meet priorities as outlined
- Perform clerical duties that support the sales process – answering phones, modifying/transmitting documents and e-filing
- Produce daily and weekly reports
- Carry out all aspects of customer rejections/credit
- After hours sales support

Position Skills:

- Strong analytical, verbal, mathematical and written communication skills
- Strong computer skills, especially in Excel and database report queries
- Solid work ethic and attention to detail critical
- Team Oriented – Ability to work well with others

Position Qualifications:

- Associate or Bachelor's degree (Agriculture, Business or Accounting preferred)
- Inventory management experience preferred
- Computer proficiency in Microsoft Outlook, Word and Excel

Work Environment: Work will primarily be performed in an office environment. Occasional travel.

Physical Requirements:

- Ability to sit or stand for extended periods
- Ability to travel long distances when necessary
- Occasional light lifting