

# Panorama Meats Operations Associate

## Position Overview

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Panorama Meats is seeking an Operations Associate to join our growing team. This position will be responsible for supporting the day-to-day operations, inventory, orders, supplies, online store and overall operational functions. Panorama Meats' Operations Associate will report directly to the Processing Coordinator.

## Company Overview

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Panorama Meats was started in 2002 by a small group of California ranchers who believed in their methods of raising grass-fed and grass finished cattle. We've maintained that same rancher ownership to this day, now supporting over 50 ranches throughout the U.S., dedicated to sustainable production systems. Panorama Meats offers an extensive line of both organic and never/ever line of grass-fed and grass finished beef products.

## Location

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Woodland, California

## Responsibilities

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- Inventory Management – enter and track inventory information, reconcile month end inventory with accounting
- Supply Inventory – order and track all pertinent operational supplies: bags, boxes, labels, etc.
- Order Management – enter orders, input orders onto specification sheets, relay order information to processors in a timely and accurate manner
- Online Store Management – check orders to be sure all shipped, answer questions regarding online orders, pull and organize reports from online store, summarize online store sales monthly
- Processor Logs – log information weekly, including yields, costs, raw material and finished goods information
- Organize and pull sales reports
- Update all price, description and size information in systems
- Fill out new item, vendor and customer information
- Research market information, market trends and opportunities for development
- Develop presentations and other sales materials
- Help plan, setup and support demonstrations and ranch tours
- Perform other related duties as requested

## Requirements

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- Minimum of three years in the food or agricultural industry required
- Must have strong computer and Microsoft Office skills – Excel, Outlook, PowerPoint, etc.
- Highly motivated self-starter with excellent time management and organizational skills
- Ability to work independently and manage projects with many moving parts
- Active thinker, fun, positive, helpful with an ability to use both data and experience to make decisions
- Able to complete tasks accurately and timely
- Thrives in a collaborative, team player office environment
- Highest level of integrity, good judgement and ability to hold information confidential
- Some travel required

## Salary

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The Operations Associate is a full-time position. Compensation dependent on qualifications.

For more information, or to submit your cover letter and resume, please contact Becky Faudree, Director of Operations, at [becky.faudree@panoramameats.com](mailto:becky.faudree@panoramameats.com)