

Panorama Meats [Administrative Coordinator](#)

Position Overview

Panorama Meats' Administrative Coordinator works directly with staff and contractors providing departmental support and performing tasks related to data management, production, processing, logistics, sales, marketing and merchandizing. The Administrative Coordinator will perform these duties under the direction of the Director of Operations.

Company Overview

Panorama Meats (PM) was started in 2002 by a small group of California ranchers who believed in their methods of raising grass-fed cattle. PM has maintained the same rancher ownership to this day, now supporting over 50 ranches through the U.S. dedicated to sustainable production systems. Today PM sells 100% grass-fed beef and has both organic and never-ever lines of beef products.

The PM Mission: To provide the most healthful, innovative, highest quality grass-fed beef products; create imaginative marketing programs and enact superior customer service.

Location

Woodland California

Primary Duties

- Provide first point of contact for incoming calls and visitors to the PM office
- Secure travel arrangements for the PM team
- Track usage of office supplies, sales materials and promotional items. Manage on-hand inventory and ensure timely replenishment of supplies
- Participate in product demonstrations, tastings and promotional events
- Assist the PM team with the following tasks and duties:
 - Collect and manage customer orders and communicate order requests to the sales and processing teams
 - Track sales, product movement and inventory at processing plants and cold storage facilities
 - Freight scheduling and order tracking to ensure timely movement of product
 - Input sales, processing, inventory and production data. Develop, maintain, and distribute reports as needed for data analysis by PM personnel. Manage company files and databases
 - Research and development of PM brands and new products including the labels, packaging and point of sale materials
 - Maintenance of the company website, business network sites, and social media sites
 - Schedule promotional events such as food shows, tastings, new store openings, meetings, and other related events
 - Distribution of product and point of sale materials for food shows, tastings, and store openings
- Help develop new ideas, programs and products for current and potential customers to continue business growth
- Other duties as requested by the Director of Operations

Requirements

- Proactive and able to work autonomously
- Ability to work in a fast-paced environment
- Flexible, change-embracing attitude to accommodate rapidly evolving work environment
- Proficient in Microsoft Office systems; excel, access, outlook, power point, publisher, etc.

Travel

Occasional travel required

Salary

The Administrative Coordinator position is a full-time hourly position. Compensation dependent on qualifications.

Interested applicants please contact: Becky Faudree, PM Director of Operations, becky.faudree@panoramameats.com