

# Inventory & Shipping Specialist

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## Job Purpose Summary:

As Inventory & Shipping Manager you will be responsible for shipping and receiving of all inbound and outbound orders. The ideal candidate would have a background in manufacturing/warehousing with knowledge on shipping, receiving, and inventory control. Experience operating a forklift is a plus. Proven leadership, management experience, and background in coffee are also highly desirable. Someone who is detail oriented, self-motivated, team player, with strong communication skills are a must.

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**Reports To:** Production Manager

**Status:** Full Time

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## Shipping/Receiving

- Accept all inbound products; checking for damage and accuracy by following check-in procedures; rotate stock; and update database with correct product information.
- Point person for all wholesale customers' shipping/freight orders.
- Ensure all orders are processed correctly.
- Maintain and order all shipping materials and supplies for all accounts.
- Pull and pack orders for all shipping customers including: Allied Products, Sweetbird Products, and roasted coffee orders; set up freight BOLs, and track all shipping orders
- Continuously evaluate shipping and receiving practices to improve efficiency and accuracy.

## Private Label Fulfillment

- Prints out and organizes shipping orders from ShipStation each morning. Assigning tasks to other team members when needed.
- Ensures that all orders are fulfilled accurately, and in a timely manner and are ready for USPS pickup at 1pm daily.
- Works with Production Manager to maintain product inventories.

## Inventory

- Work with Purchasing Manager to ensure accurate, comprehensive and timely deliveries
- Maintain accurate inventory of all non-coffee products through Beanbase, working with Purchasing Manager to order any items that are low.
- Conduct weekly cycle counts and shrink reports. Conduct quarterly warehouse-wide physical inventory counts.
- Collaborates with Production Manager on efficient warehouse setup and organization.
- Collaborates with Purchasing Manager on available storage space and purchase quantities.

## 90-day goals

This job requires an extended training/probationary period. The following list of goals must be accomplished within 3 months (90 days) of being hired. All resources necessary to accomplish these goals will be made available. If the following goals are not accomplished, a permanent position will not be offered.

- Develop expertise with all aspects of order fulfillment within Production
- Cross training as Delivery Driver and Production Team Member
- Become familiar with all systems employed by the company and maintenance of those systems
- Become familiar with each coffee that Joe Van Gogh roast and sells.
- Become familiar with the company --structure, policies, personnel, physical layout
- Be a team leader and show an effort to work quickly and accurately
- Develop expertise with all shipping procedures both ground and freight
- Develop expertise with in-house inventory system, entering, receiving and closing out orders through inventory database.
- Become trained and proficient in operating a forklift and pallet jack.
- Be able to work independently, communicating effectively with all Roastworks employees.

## Additional requirements:

- This position requires 37-40 hours per week
- A positive attitude
- Strong self-motivation and ability to work independently
- Ability to prioritize and manage time
- Excellent communication skills
- Frequent ingestion of coffee, tea and other caffeinated beverages
- A valid NC Driver's license
- Criminal background check as required by JVG's institutional partners
- Proficiency with spreadsheets and overall proficiency with web/net-based platforms
- Prolonged periods of repetitive motion and tasks
- This position prohibits the wearing of perfumes, colognes or fragrances that may interfere with the tasting experience

All Joe Van Gogh employees are subject to a 90-Day Probationary Period.

## JOE VAN GOGH INC

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