

JOB DESCRIPTION

Once Upon a Farm

Title: Procurement/Material Coordinator

Department: Supply Chain

Reports to: Procurement Planner

Class: Non-exempt

Location: Emeryville

Position Summary:

Entry level opportunity in Procurement in the Supply Chain of a rapidly growing company in the Bay Area with opportunity for advancement. Requirements for this position are college coursework in business and/or production management, a good work ethic and strong desire to succeed, attention to detail, initiative, and demonstrated skills in Microsoft Office, especially Excel.

The Procurement/Material Coordinator will play an integral role within Supply Chain by managing packaging and raw material inventory. Ensuring packaging material & inventory are at adequate levels to support production. This will include monitoring inventory daily, releasing Purchase Orders from vendors, creating Transfer Orders within the business to move materials, & scheduling freight inbound to meet the production demand. Will also be responsible for accurate inventory by reconciling and requesting inventory adjustments, when required.

Our Company:

- Once Upon a Farm is a rapidly growing, disruptive, organic food company that helps moms and dads keep their promise to provide the best nourishment for their children's bodies and souls. Our mission is to nurture our children, each other, and the earth to pass along a healthier and happier world for the next generation.
- We craft the pure, nutritious and safe foods that will delight children of all ages. We currently offer best-selling lines of cold-pressed, organic baby foods and are quickly expanding into other kid food categories.
- We are committed to fighting for and supporting efforts to drive positive social change and food justice for the benefit of moms, kids and families.

Our Culture:

- We foster an entrepreneurial and collaborative culture that values humility, honesty, passion, positive social impact, and fun. We consider ourselves a bunch of "misfit toys"—we like to have fun, laugh and be a little weird.
- We are looking for teammates who will live our mission and fuel passion in each other to make a positive difference every day.
- We have one California-based corporate office in the city of Emeryville.

Key Responsibilities:

- Monitor inventory to ensure Co-Packers have adequate inventory to produce finished goods.
- Release Purchase Orders and coordinate transportation of materials into warehouses.
- Work with accounting and business partners to resolve any invoice and inventory discrepancies.
- Schedule Transfers between warehouses and production facilities. Review shipment and transfer paperwork for accuracy
- Post transfers, shipments, receipts, and adjustments in Sage X3 ERP System
- Request and maintain required product documentation from Suppliers
- Regularly publish inventory reports from partners, and SAGE X3 reports on daily/weekly basis
- Support Disposition process for raw materials and packaging
- Assist in month end reconciliation of inventory within timelines
- Ability to work remotely with little to no supervision while performing duties
- Special projects as assigned

Requirements:

- College coursework in Supply Chain, Operations Management or Logistics field preferred. Bachelor's degree in supply chain management, business, or any other relevant degree a plus
- 1+ years in an analytical role within a supply chain setting or internship experience
- Ability to work cross functionally among teams and allocate resources
- Advanced proficiency with Microsoft Excel, including pivot tables and VLOOKUPS, specifically in a supply chain environment
- Strong analytical, interpersonal, and written/verbal communication skills coupled with the ability to lead a team on multiple projects
- Sage X3 or ERP experience a plus

To apply, please submit your cover letter and resume to hr@uponafarm.com