



## **Supply Chain Associate | Waltham, MA | Available Immediately**

### **Job Description**

Preserve is seeking an energetic and self-motivated professional to join our team. Using strong and accurate analytics, as well as relationship management skills, the Associate will help to ensure that Preserve's unique and ground-breaking supply chain is able to support sales growth in an efficient and cost-effective manner. Based on skills and interests, the associate will also work on a variety of other projects at the heart of a small, mission-driven business.

### **The primary responsibilities of this position include:**

- Assist Preserve's product managers and sales team in developing production plans that balance the needs of multiple stakeholders: financial, sales and manufacturing partners.
- Ensure inventory is built to fulfill our customers' orders by managing purchasing of parts and working with vendor partners to manage inventory and the building of finished goods.
- Work with Preserve's Customer Service and Sales Teams to manage in full and on-time, fulfillment of our customers' orders, including providing information during the sales process.
- Maintain accurate documentation and information about supply chain operations, finished goods and parts.
- Working with Preserve's vendors and manufacturing partners, gather and maintain accurate information in the Preserve Inventory Tracker: physical inventory, POs and BOMs.
- Assist in establishing and maintaining costs of goods scorecards for all of Preserve's products.
- Working with 3PL brokers, provide shipping for Preserve's POs and SOs with the final responsibility for on-time and on budget shipping of finished goods and parts.
- Work with accounting to ensure that parts and finished goods are booked correctly in QuickBooks.
- Working with the Preserve team, track, report and reconcile, physical inventory at multiple manufacturing locations. Help to develop goals and management approaches to maximize effectiveness of inventory.

Beyond primary responsibilities, the Supply Chain Associate may work on other projects as mutually agreed in order to support interests and operational needs.

### **Qualifications**

- 1+ years of experience in a relevant role, demonstrating excellence in accuracy and documentation; Experience in a consumer products company a plus
- Excellent communication and interpersonal skills, with an aptitude for working both independently and in a team setting
- Excellent organizational skills and pride in accuracy and attention to detail
- Diligent follow-up, organization, and project management abilities
- Proven ability to establish and complete goals
- Interest in and ability to learn new software, including CRM systems



### **Compensation**

This is a full-time salaried position with benefits including 50% of healthcare insurance and policies to support quality of life (e.g., paid community service days, scheduling flexibility, generous holiday schedule, access to subsidized public transportation). Salary range: \$45-\$55K

### **Culture**

We are a company with an entrepreneurial spirit. We take action and believe strongly in calculated risks. We aim to take our work seriously, but also to laugh at ourselves. Underlying all that we do is a respect for each other and an acknowledgement that it is our unique experiences and perspectives that make us a stronger team. We are flexible but accountable. We work hard and play as often as we can, sharing potlucks, birthdays, and tossing a Frisbee after an outdoor meeting. We seek to enable our team members to reach into new areas of interest and responsibilities.

### **The people we would like to work with are:**

- Team players with a positive, eager to get-it-done attitude
- Interested in working for a small company with an entrepreneurial spirit
- Self-motivated with an ability to balance multiple projects
- Committed to socially and environmentally responsible business practices
- Passionate about the Preserve brand and working towards our goal of bringing Preserve products and mission to millions of new households.

### **Application**

- Please apply via our [B Work Portal](#)
- Please include a cover letter detailing why you are the right fit for this role
- Please include your first and last name in each document's file name e.g., Jane.Smith.resume.pdf and Jane.Smith.cover.doc)
- No phone calls please

### **About Preserve**

Preserve, a certified B Corporation, is a leading sustainable consumer goods company that produces stylish, eco-friendly household products, as well as products for food service. Preserve's business model is centered on mitigating the environmental impact of consumer products by producing products that require lower carbon emissions, lead to less consumption and waste, and protect the oceans. Using proprietary sourcing, recycling, and manufacturing systems, Preserve has developed the ability to make well designed, sustainable consumer products out of recycled materials, plant-based bioplastics and ocean diverted plastics. The company is helping to create an ethos of reuse, recycling, and composting in a sector that is responsible for more than 25% of total U.S. emissions. Preserve's products can be found in more than 7,000 retail and food service locations across the US including Whole Foods Market and Trader Joe's. Learn more about Preserve at [www.preserve.eco](http://www.preserve.eco)

Preserve is located in Waltham, MA and is easily accessible from public transportation.