



## Job Description

Title: Inventory Control Specialist			
<b>Division:</b>	Mountain View Seeds (MVS)	<b>Hours:</b>	8am to 5pm w/ seasonal overtime
<b>Location:</b>	8955 Sunnyview Rd NE Salem, OR 97305	<b>Travel Required:</b>	No
<b>Level\Pay Range:</b>	Exempt \ \$70,000 to \$85,000 annual; DoE	<b>Position Type:</b>	Professional, specialist
<b>Reports to:</b>	MVS VP Sales		

### PURPOSE

The purpose of this job is to collaboratively partner with MVS operations to efficiently procure and manage inventory levels of grass seed and all related materials, significantly contributing to **Pratum's mission to be an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

The following are specific tasks and responsibilities related to this position, but the position may require other general duties and special projects as assigned.

### TASKS & RESPONSIBILITIES

- Devise ways to monitor and optimize inventory control procedures
- Inspect the levels of supplies and identify shortages; communicate appropriately
- Accurately forecast inventory needs on an ongoing basis
- Place orders to replenish stock avoiding insufficiencies or excessive surplus
- Evaluate suppliers to achieve cost-effective deals and maintain trust relationships
- Report to upper management on stock levels, issues etc.
- Prepare reports and communicate with management regularly regarding the efficient flow of goods and services affecting production
- Coordinate, track and reconcile inventory movements between locations
- Oversee and assist with inventory counts
- Develop and maintain strong working relationships with all operations and sales managers
- Assist with solving quantity discrepancies as needed

### EXPECTATIONS

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Partum's Values:
  - **Integrity:** always doing the right thing



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- **Safety:** committed to a safe environment for our employees and customers
- **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
- **Results Oriented:** delivering on your promises
- **Teamwork:** respecting one another with humility, working with the ag management team
- **Stewardship:** careful and responsible management of our resources and environment
- **Customer Service:** exceeding expectations of those we serve
- Come to work with a positive attitude, contributing to a winning culture
- Willing to work overtime hours during busy seasons
- Flexibility: the ability to adapt quickly to a changing business environment
- Reliable and trustworthy

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent
- Proven experience as managing inventory/purchasing or similar position

### PREFERRED SKILLS

- An analytical mind with strong math skills
- Excellent organizational and planning skills
- Outstanding communication and interpersonal abilities
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office products: Word, Excel, Outlook, etc., especially Excel
- Attention to detail, while managing multiple tasks

Prepared By:	Mark Garland, HR Manager	Date:	February 7, 2022
Approved By:		Date:	<a href="#">Click here to enter a date.</a>
Last Updated By:		Date/Time:	
Employee Name:		Email:	
Employee Signature:		Date:	



# Job Description

## Physical Requirements

### General Notes:

This is primarily an indoor office position, but will require warehouse time associated with inventory management

### Tools & Equipment Used:

Typical office equipment

### ENDURANCE

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting					X	2	8+
Standing				X		0.5	4
Walking				X			
Change Positions?				X			

### LIFTING AND CARRYING

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-20 lbs				X	
21-50 lbs			X		
51-75 lbs		X			
>75 lbs	X				

Maximum # lifted/carried without assistance 80 Lifts/carries exceeding this weight are done with 2 people or lift device

### OTHER PHYSICAL REQUIREMENTS

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop			X		
Twist		X			
Crouch/squat			X		
Kneel/Crawl	X				
Walk-Level surface				X	
Walk-Uneven surface		X			
Climb Steps/Ladder			X		
Work at heights		X			
Reach at or above Shoulder			X		
Use of Arms, Wrist				X	
Use of Hands grasping/squeezing			X		
Operate foot controls		X			

**ENVIRONMENT:**  Inside 100 % of time  Outside 0 % of time  
 Temperature Extremes  Yes  No Vibration  Yes  No  
 Works on or around moving machinery or mechanical parts  Yes  No

### SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Employer Representative(s):

Print Name	Title	Signature	Date