

Johnson Farms Inc.

Inventory Management

## **JOB DESCRIPTION**

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### **Summary**

Responsible for monitoring and evaluating inventory ready dates based on sales demand, spec. changes and plant readiness.

### **Essential Duties and Responsibilities**

Include the following; other duties may be assigned to meet business needs

- Count and grade all nursery product
- Estimate finishing date and size of all nursery products
- Check for disease, insect and weed issue and report them to the grower
- Make the sales force and pulling crew aware of upcoming crop availability
- Enter and remove availability in the computer
- Run report on availability when requested
- Print and install signage on all nursery product
- Track and document weather reports for workforce

### **Knowledge, Skills and Abilities**

- Flexibility
- Communication Proficiency
- Ability to work in a team setting
- Proficient Computer Skills
- Organizational Skills

### **Work Environment**

This job will regularly expose you to outdoor weather conditions as well as operates in an office setting, with routine use of computers and photocopiers.

### **Physical Demands**

While performing this job, the employee is required to have a full range of mobility in upper and lower body; be able to reach overhead; and work in various positions including: standing, bending over and kneeling for extended periods of time. This position also requires the ability to frequently lift 25-50 pounds of weight throughout the work day.

### **Position Type and Expected Hours of Work**

This is a full-time position. Typical hours of work are Monday through Friday 7:30 a.m. – 5:00 p.m. Saturdays 7:30 a.m. -12:00 p.m. Hours may vary in the Fall and Winter months.

### **Preferred Education and Experience**

- Associate degree or higher in Horticulture or related area
- 3 years of related experience in horticulture

### **Other Duties**

Please note that this job description may not cover a comprehensive listing of all activities and responsibilities that are required for this job. Activities and responsibilities may change at any time with or without notice.