



## **NOW HIRING FOR: Inventory & Purchasing Manager**

**Reports to: General Manager**

### **Position Summary**

This position has responsibility for planning for and purchasing seed and accessories, managing seed packing, and managing inventory levels. Please send resume to [Meredith@highmowingseeds.com](mailto:Meredith@highmowingseeds.com)

### **Duties**

#### **• Purchasing**

- Work with sales and R&D departments to develop annual projections for seed and supplies required
- Review projections and needs regularly throughout the year, with particular attention and adjustment to projections in January-March
- Create purchase orders, and verify availability, price, and ship date with vendors
- Develop vendor relationships and conduct regular follow up to ensure prompt delivery, and to negotiate terms on seed that does not meet quality standards
- Develop economical ordering practices to reduce freight charges and take advantage of economical ordering quantity
- Make decisions, with input from general manager, quality control, and sales departments, on when to send back seed vs. clean seed vs. overpack, due to low germination rates

#### **• Inventory Management**

- Review sales data and budget targets to develop sales by item projections, and desired inventory levels
- Work with Fulfillment manager on determining priority of packing to take care of current orders, back order, pack to orders, and other special packing
- Work with Director of Production on ensuring new seed lots and reclamation lots are cleaned in a timely way that integrates with seed packing schedule
- Review low stock items and decide when to buy more, pack more, re-package seed, and out of stock items
- Manage backorder dates and communicate with sales about status of backordered items
- Develop inventory counting schedule (3-4 times a year) and oversee inventory of bulk seed
- Work with QC on scheduling of tests, reclamation cleaning, timing of packing, and when to order more seed

- Work with seed rack manager on developing list of what is on the rack, substitutions, and projections
  
- **Seed packing**
  - Develop seed packing schedule and oversee work flow and staffing levels
  - Hire winter seed packing crew and ensure training and orientations happen for all seed packers
  - Oversee seed packing production assistant and seed packing crew leader
  - Facilitate weekly seed packing team meetings
  - Work with seed packing team leader and trainer to ensure consistent protocols for seed packing
  - Oversee the process of daily pack lists and work closely with seed packing production assistant on pack levels and inventory troubleshooting
  - Work with sales/marketing on timing and ordering of envelopes
  - Make sure we have adequate supply of labels, bag tags, and other packaging tools and supplies

**Desired Skills/Traits:**

- Experience using Excel and Access for planning and projections
- Experience in purchasing and inventory management
- Strong math and analytical skills
- Excellent attention to detail
- Experience managing people
- Excellent computer skills and ability to learn a new software program quickly
- Ability to be flexible and work in a fast-paced environment
- Experience working in a rapidly growing company a plus