

Position Title: Inventory Manager

Overview: The focus of this position is to ensure maximum efficiency of sales, packing and dispatching of our plants through confidence in our knowledge of what we have available and where it is. This position links computer technology with the practice of growing and selling plants.

Summary of Responsibilities	<ol style="list-style-type: none">1. Regular stocktaking. Ensuring we know what we have available.2. Stocking the “dispatch area”. Ensuring anyone who can read a picking slip can pick a first quality order.3. Maintaining availability list accuracy. Ensuring our customers can be confident to order.4. Order picking and packing. Ensuring we have the team available to meet demand.5. General Nursery Duties as required.6. Maintenance and house keeping.
------------------------------------	---

Key Priorities	<ol style="list-style-type: none">1. Learn picking and dispatching process2. Learn stock scanning procedure3. Expand seedling dispatch area4. Establish live inventory to Evergreen Connect
-----------------------	--

RESPONSIBILITIES

1. Regular stocktaking
 - Weekly or bi-weekly according to season, identification of all stock ready for sale. Flagging availability to picking staff and scanning fresh stock into inventory.
 - Weekly or bi-weekly according to season, identification of all stock no longer appropriate for sale. Flagging non-availability to picking staff and scanning fresh stock out of inventory.
 - Moving unusable stock to God’s waiting room.
 - Checking inventory for errors
2. Stocking the dispatching area
 - Goal: anyone that can read a picking slip, can pick an order.
 - Weekly re-stock of dispatch area
 - Maintaining a consistent supply of product in the seedling dispatching area.
 - Identifying and flagging stock outs
 - Quality control: scouting for pest and disease issues and ensuring appropriate quarantine and/or treatment are carried out.

3. Maintaining availability list accuracy
 - Supervision of availability selections; seedlings and pot varieties.
 - Supervision of availability list preparation and Evergreen Connect updates
 - Identification of stock outs and removal from availability lists
 - Identification of stock coming available between regular updates and updating lists

4. Order Picking and Packing
 - Manage staffing appropriate to demand
 - Liaise with office and drivers to manage runs and packing sequences, including managing priority orders.
 - Managing pre-orders, forward orders and contract orders
 - Hands on picking, packing and detailing as required.

5. General Nursery Duties
 - Yard customer service; includes both assisting customers with stock and transactions and also keeping yard people out of ordered and production stock.
 - As part of a team, when immediate assistance is needed in other areas of the nursery your support is expected
 - Adaptability in assisting others during the quiet periods

6. Maintenance and cleanliness of equipment and grounds
 - Seedling dispatch area housekeeping: weeds, labels, batch tags, empty trays, sprinklers and hoses

PERFORMANCE MEASURES

Qualitative

Presentation and accuracy of availability lists
 Smooth flow of dispatch processes, stock ready for loading on time.
 Staff morale

Quantitative

DNS Stock outs rate average 12% of sales