



AgriHorizon, Inc.

JOB DESCRIPTION

Job Title Inventory Accuracy Lead **Reports To** Office Manager

Overall Purpose of Position:

Activities out of the Fremont location primarily around verification of accuracy of incoming shipments, outgoing shipments, repackaging, RIB blending, and overall the accurate tracking of physical inventory. Careful attention made to maintain seed purity during repackaging, smooth and timely shipping, accurate inventory counts, and to maintain a clean facility that represents us well. Occasionally, this person will assist in activities around product development seed.

Principle Duties and Responsibilities:

- 1. Meet daily with the Office Manager to give updates and prioritize activities.**

Percent of Total Time: 5%

- 2. Interact warehouse staff to accurately and efficiently check off on inventory to keep them moving forward on setting up loads, repackaging, etc.**

Percent of Total Time: 10%

- 3. Check the load set-up to ensure absolutely accurate shipped and inventory counts. Also check incoming loads to verify accuracy of incoming paperwork and assign warehouse locations.**

Percent of Total Time: 35%

- 4. Check off the inventory set up for accuracy in repackaging, RIB blending, and treating projects as well as ensuring all packaged products that leave the facility maintain our high standards.**

Percent of Total Time: 35%

- 5. Assist in working with product development seed packaging and organization.**

Percent of Total Time: 10%

- 6. Other activities as necessary to keep the business moving forward.**

Percent of Total Time: 5%

Knowledge, Skills and Abilities Required:

1. Great attention to detail to accurately count and verify correct tag information on seed.
 2. Leadership skills and willingness to be assertive to warehouse employees to ensure inventory protocols are utilized without exception.
 3. Good communication skills and interpersonal relationship skills to be used with employees and at times customers.
 4. Staying calm and polite even under the stress of shipping season.
 5. Strong work ethic and good prioritization skills.
 6. Good organization and ability to keep accurate inventory records.
 7. Computer skills using primarily Microsoft Excel.
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The statements contained herein are intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Signature

(Employee)

Date

Approved

Title
