

**Position:** Warehouse Operations Mgr      **Department:** Seed

**Wage Range:** \$17 - \$32

**Reports To:** Director of Products

**Location(s):** Princeton

The mission at Prairie Restorations, Inc. is... *To produce and provide the highest quality, most ecologically appropriate products and services possible to restore and manage native plant communities.*

In accordance with Prairie Restorations, philosophy, all team members work together sharing in a common goal of a successful, profitable and innovative company. Team members are to demonstrate professionalism, dedication, resourcefulness, integrity, and accountability. These are our core values that our team members will live by in our daily interactions. All team members are to demonstrate and be role models for all of these core values.

## **Primary Responsibilities Overview**

- To be responsible for fulfilling daily seed orders and preparing them for shipment.
- To be responsible for keeping the seed inventory accurate and up to date.

## **Duties and Responsibilities**

### Warehouse Operations

- Inventory Management
  - Conduct warehouse wide inventory
  - Organize species locations throughout warehouse
  - Manage warehouse supplies needs
  - Input and manage seed testing information
  - Update and manage seed prices on Netsuite
- Order processing
  - Use NetSuite
  - Print seed labels
  - Create seed mixes and offer price quotes based on predetermined information
  - Arrange shipping for seed orders

### Package High Quality Native Seed

February 25, 2019

Warehouse Operations Mgr

- Mix seed
  - Pull and weigh seed according to label
  - Floor or tumble drum mix
- Package Seed
  - Bag single species or mixed seed
  - Seal bags
  - Accurately label and weigh bags

#### Manage Warehouse Staff

- Manage Warehouse Staff if Applicable

#### Miscellaneous Duties

- To keep team functioning in an efficient and spirited fashion.
- To assist other departments within the company as needed.
- To help keep the warehouse building clean and organized
- To maintain safe working conditions

### **Job Requirements**

- Tolerance of working inside a cool storage facility in occasionally dusty conditions with the aid of respiratory PPE.
- Tolerance of working outside in occasionally adverse conditions.
- Ability to stand for long periods of time.
- Experience managing team members.
- Ability to lift 50 lbs. occasionally.
- Interest in learning about native plants and a variety of species.

### **Benefits**

- Health Insurance
- PTO
- Holidays
- 401k
- Profit Sharing
- AFLAC

If interested in this position please apply online at <https://goo.gl/8GB399> or Email resume to: [prihr@prairieresto.com](mailto:prihr@prairieresto.com)