



Verde Farms, LLC

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www.verdefarms.com

Operations / Inventory Analyst

About Verde

Verde Farms is the leading marketer of natural, organic and grass-fed beef in the United States. Working with family farms across the globe, we are connecting consumers who desire healthy, great-tasting meat raised in a sustainable manner. Our employees believe in the company's core set of principles, and leadership's commitment to innovation!

As a dynamic, value-driven, privately-held company based in the greater Boston area, Verde Farms employees are united by the company's mission, supportive culture, shared values, and integrity. This is a great time for key individuals to be a part of the double-digit growth at an organization that continuously creates new opportunities for team members to develop while changing the industry landscape.

Reports To: Operations Manager

Job Location: Pedricktown, NJ

Job Purpose: The Operations Analyst assist the Operation Manager to develop systems for the tracking and control of all inventory material. This position needs to work with third party warehouses, the import team, as well as members of the Operations team and Accounting office to ensure the timely and accurate reporting and management of finished product.

Duties include:

1. This position is responsible for the data capture, tracking, and control of all inventory material and finished goods.
2. Position interfaces daily with 3rd Party Warehouses, Operations/Production Team Members and Accounting Office.
3. Assist the import team on inbound containers. Help sort and track inventory levels to ensure Verde Farms and Customers outbound schedule demands are met.
4. Develop Inventory plan to ensure smooth product flow, including assisting in the prioritization of incoming containers.
5. Input and maintain data into inventory systems by location. This includes inter warehouse transfers and various work tickets.
6. Generate and track disposal information.

7. Reconcile data to physical inventory.
8. Performs audit of inventory with reconciliations on a weekly basis. Formal audits also to be performed monthly and as required by management.
9. Employees working in this area are expected to operate as a member of a team, which includes assisting one another as needed.
10. Attention to detail in composing, typing and proofing materials, establish priorities, and meet deadlines in an accurate and timely manner.
11. Must possess strong organizational skills with the ability to work independently on assigned task, as well as to follow directions on given assignments.

Key Attributes of Role Holder:

- Good communication skills (verbal, written, reading, and listening)
- Able to work independently and manage multiple priorities simultaneously
- Highly collaborative, perceptive, operates with accountability
- Strong working ability with MS Excel and Salesforce
- Minimum two years' experience working in inventory control and/or warehouse operations

Why Verde Farms?

- Excellent Health Benefits.
- Competitive Salary.
- Progressive PTO Policy.
- Awesome Work Environment.

There's something special about working at Verde Farms. We operate with a core set of principles: the promotion of health and wellness, animal welfare, and environmental sustainability. These driving forces shape our vision and actions that guide every decision regarding supply, products, partners, and employees.