**Job Title:** Operations Team Coordinator **Reports to:** Operations Manager

**Department:** Operations  **Salary Range:** DOE

A career at Skagit Horticulture is challenging, rewarding, and satisfying. We accomplish our goals when each individual performs to their full potential while contributing as a valuable team player with others in the organization.

**Summary of Duties and Responsibilities**

The Operations Team Coordinator is the chief administrative resource for the Production Team, consisting of the Operations Manager, Production Manager, and Head Growers. This individual is responsible for preparing, assembling, pulling, and preparing for presentation critical information regarding scheduled and completed production, budget, labor utilization, scrap, and payroll related activities.

**Primary Duties:**

* Participate in budgeting process, coordinating input from various production managers
* Maintain current status of production plan and progress toward completion, for use in department, team and management meetings
* Work with Human Resources and Payroll to maintain accurate reporting status of payroll hours, budget performance and productivity measures
* Prepare weekly and monthly reports for various departments and functions within Operations
* Work collaboratively with Finance Department, providing critical performance related information regarding costs, work completion, inventory status and staffing levels

**Required / Preferred Qualifications:**

* Two years college training in business, finance or accounting
* Candidate should have strong people and problem-solving skills
* Strong competency in Microsoft Excel, Access, and Word
* Ability to work with complex data
* Experience with integrated manufacturing or finance software, with ability to draw data, manipulate, analyze and put into presentation format for various uses
* Strong people skills, able to work in supportive, facilitating role
* Experience in Lean processes is preferred
* Collaborative team member, at work, as well as with customers
* High integrity and respect for confidentiality requirements
* Basic competency in Microsoft Office®

**Safety**

* Ensure that all production and maintenance work areas are kept clean and safe.
* Maintain a zero-tolerance attitude for unsafe work practices
* Ensure that a quality, results producing safety program in place and operating effectively at all times

**Benefits**

Skagit offers an excellent benefits package including medical, dental, vision, 401k, and 8 paid holidays.