



Job Title: Materials Coordinator

Reports to: Supply Chain Manager

Department: Supply Chain

Salary Range: DOE

As a top 100 grower in the U.S., Skagit Horticulture offers a unique opportunity to work in a LEAN manufacturing environment focused on innovating and mechanizing to accomplish our goals. We value our employees and expect each individual to perform to their full potential and contribute as a team player. A career at Skagit Horticulture is challenging, rewarding, and satisfying.

Position Summary:

- Collaborate with Inventory teams, Supply Chain and Production supervisors at all sites
- Coordinate material transfers for production needs
- Prepare work order allocation for production start in Sage
- Prepare labels and paperwork for production teams
- During non-peak seasons will be trained to support other jobs within Supply Chain department
- Other duties as assigned

Required Qualifications:

- High School Diploma or equivalent experience required.
- Good communication skills and ability to collaborate across departments to solve problems and achieve goals
- Ability to use company computer systems, including MS Office and a quick learner in new software
- Strong database and excel skills
- Typing and 10-key proficient
- Patience and persistence necessary to succeed
- Fluent in English
- Strong math skills
- Ability to follow standard work processes

Preferred Qualifications:

- Bachelor's degree
- Bilingual in English and Spanish
- Experience in Sage (or other ERP systems) and MS Office

Benefits

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

To Apply: please send your resume and cover letter to hr@skagithort.com

