



Job Title: Supply Chain Agent

Reports to: Supply Chain Manager

Department: Supply Chain

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: Supply Chain Agent positions work directly with Planning Leads within a work pod. The pod's primary duties will be to ensure the sales plan is carried out for a business segment on time. This includes scheduling & maintenance of Work Orders, purchasing of raw materials, and the allocation of work orders for on time start by production crews.

Primary Duties within Pod:

- Aid Planning Leads with schedule entry and Work Order creation
- Submit and maintain purchase orders with vendors for all required raw materials
- Report discrepancies to Planning leads and coordinate changes as needed in pod
- Purchase non-inventory managed raw material purchases as assigned
- Communicate with Raw Material Inventory Coordinator to pre-plan necessary inventory movements
- Work with Material Manger to make necessary updates to products to enable business plan change within Sage
- Monitor inbound report to ensure all raw materials arrive the week they are expected, work within pod to update work orders and purchase orders when orders are late
- Update work orders and forecasts in Sage as necessary for long and short production to help keep WIP inventory accurate at start of production

Skills Required

- Supply chain & production experience highly desirable
- 40 + hours/ week minimum on site, more as needed during peak season
- Process and detail orientated
- ERP experience/ understanding preferred
- Strong math skills
- Purchasing experience preferred





- Strong communication skills (bilingual Spanish / English a plus)

