



Job Title: Receiving Operator

Department: Supply Chain

Reports to: Raw Materials Inventory Manager

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.

This position requires the individual to work outside in inclement weather twelve months out of the year exposed to the four seasons of Washington weather. Individual must be willing and able to work in all-weather exposure.

Position Summary:

- Implement standard work processes
- Interpret inbound material reports to create weekly work flow
- Ensure timely receipt of all products coming into the facility
- Initial over, short, damage quality checks
- Communicate quality issues & claims to Supply Chain
- Site placement of material
- Communicate arrival of goods to appropriate departments
- Process packing slips in system
- Coordinate with inventory / transfer department for company transfers

Required Qualifications:

- Receiving in a high volume, fast paced environment
- Effectively multi-task in a dynamic work setting
- Detail oriented, accuracy of receipt is a must
- Self-starter with the ability to prioritize heavy workflow
- Capacity to create and direct standard work processes
- Strong communication skills and collaborative attitude
- Efficient in computer systems, including MS Office, typing, 10-key
- ERP/MRP experience

Preferred Qualifications:

- Experience in horticulture industry
- Forklift certification
- Bilingual in English and Spanish
- LEAN training, or experience in LEAN workplace

Benefits

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

