



Job Title: Receiving Operator

Reports to: Inventory Manager

Department: Inventory

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: This position is responsible for receiving and verifying incoming product, including plant material and other manufacturing supplies. This role carries a need for accuracy as an up-to-date inventory system is integral to our operations. The individual is required to work outside in inclement weather twelve months out of the year exposed to the four seasons of Washington weather.

Position Summary:

- Systematic, physical receipt and site placement of material in timely manner
- Initial over, short, damage quality checks
- Interpret inbound material reports to create weekly workflow
- Communicate arrival of goods to appropriate departments
- Process quality issues & claims to Supply Chain
- Clerical support and data entry required
- Inventory duties as assigned

Required Qualifications:

- Receiving in a high volume, fast paced environment
- Ability to lift 50lbs as standard work
- Forklift experience
- 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
- Strong communication skills and collaborative attitude
- Efficient in computer systems, including MS Office, typing, 10-key
- Willingness to work overtime, holidays and weekends as requested

Preferred Qualifications:

- Experience in horticulture industry





- Bilingual in English and Spanish
- ERP/MRP experience
- LEAN training, or experience in LEAN workplace

Benefits

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