



Northeast Nursery, Inc.

Supplying Fine Plant Material & Landscape Supplies

1/12/2011

6 Dearborn Road · Peabody, MA 01960-1316
Telephone (978) 535-6551 · Fax (978) 854-4447
hr@northeastnursery.com

Inventory Support Employee.

Function:

1. To help define the problem areas within our inventory continually creating the most shrink by cycle counting: repeat counting (particularly on fast moving, frequently purchased product) as often as necessary to catch errors.
2. Discuss with dept. managers the problem areas found. Learn to recognize and implement ways to make improvements. Frequent updates in these areas will be discussed to determine whether procedures are working or need to be changed.
3. To reduce Inventory dollars by recognizing and reducing non-profitable and unnecessary inventory on hand.

Duties:

1. Accurate counting and computer input are the primary functions.
2. Counting is done inside or outside.
3. Counting is always done in pairs. An employee who knows the stock should be available to help with counting in each department.
4. General data input.
5. Able to communicate with management level employees.
6. Processing Transfer invoices of product from one location to the other.

Qualifications:

1. Detail oriented.
2. Basic computer skills.
3. Able to do computer input with minimal errors.
4. Good communication skills.
5. Willing to work inside or outside at any time.
6. Able to lift @ 40lb. as moving or lifting of product is possible.
7. Have own transportation as job will be between 2 locations.

Hours: FT (32-40) Monday - Friday.

Contact Person: Inventory Manager

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.