

## Inventory Coordinator Permanent Position Te Puke



EastPack is a well established grower owned Kiwifruit packing and cool storage operation with facilities in a number of sites in the Bay of Plenty and Northland.

A permanent position has arisen for an Inventory Coordinator at our Quarry Road Site.

The Inventory Coordinator plays a crucial role in our ability to meet production plans. The role requires the management of protocols, shipping requirements, reporting shortages, ensuring pack plans are adhered to and load out dates are met. The key objective of this role is maximising grower returns by ensuring that the right fruit is in the correct packaging and loaded onto the right vessel, whilst meeting all market requirements.

We are looking for an energetic person who enjoys working in a fast paced and rewarding environment. Experience in the kiwifruit industry would be an advantage but is not a pre-requisite.

### **Ideally the successful applicant would possess:**

- Good intermediate computer and administrative skills with a high attention to detail. Kiwiplus knowledge is an advantage
- Excellent organisational and time management skills
- An ability to speak good English and have excellent communication skills
- A proactive approach to problem solving
- An enthusiastic and hard working approach to work and the ability to work flexible and sometimes long hours (including weekend work)
- An ability to work well in a team environment and remain calm in pressure situations
- Trustworthiness, honesty and reliability.

### **Applications to:**

Stephen Spain  
EastPack, Te Puke Ltd  
40 Te Puke Quarry Road  
Te Puke  
or email [stephen.spain@eastpack.co.nz](mailto:stephen.spain@eastpack.co.nz)  
Closing date: 5pm. 12<sup>th</sup> February 2014

[www.eastpack.co.nz](http://www.eastpack.co.nz)

