

# Inventory Co-ordinator

## Washer Road – Te Puke



**EastPack**  
WORLD CLASS ORCHARD TO MARKET

EastPack is a well-established grower-owned Kiwifruit packing and coolstorage operation with facilities in a number of locations in the Bay of Plenty and Northland.

A fixed term position has arisen for an Inventory Co-ordinator to join our team at the Washer Road Site in Te Puke. Reporting to the Inventory Manager, the Inventory Co-ordinator plays a crucial role in our ability to meet production plans.

This role requires management of protocols, orders and shipping requirements, reporting shortages and ensuring load out dates are met.

The key objective of this role is to maximise 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.

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### Our ideal candidate will have:

- 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 hardworking 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.

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### Applications to: Amy Bouda

[amy.bouda@eastpack.co.nz](mailto:amy.bouda@eastpack.co.nz)

To request a job description please contact Amy via email

Applicants for this position should have NZ residency or a valid NZ work visa

**Closing date of 5pm Sunday 7th February 2016**

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



## OUR VISION World Class Orchard To Market

- Leading Financial Performance • Superior Customer Service
- Operational Excellence • Our People • Sustainable Future