

# INVENTORY CO-ORDINATOR



**EastPack**  
WORLD CLASS ORCHARD TO MARKET

Collins Lane, Te Puke

**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.**

The main objective of this permanent position, based at our Collins Lane site in Te Puke, is to maximise returns to shareholders and growers by ensuring we optimise our fruit inventory.

The Inventory Co-ordinator role will cover all aspects of managing Inventory including: managing the pack plan, allocating inventory to orders, managing protocols, ensuring all vessels are loaded on time and in spec, posting shortages to Southlink and processing load out documentation.

## **Applicant skill and experience requirements:**

- Excellent organisational, time management and computer skills
- Proactive and good at problem solving
- Ability to work well with people and remain calm under pressure
- Attention to detail and data accuracy
- Ability to multi-task and prioritise appropriately
- Ability to work flexible and sometimes long hours
- Enthusiastic, positive and willing to go the extra mile

This is a permanent role at EastPack Collins Lane, Te Puke and is a great career opportunity to work in a close knit team while gaining valuable inventory, logistics and supply chain skills and knowledge within the kiwifruit industry. Experience in the kiwifruit industry is preferable.

### **Applications to: Jenny James**

EastPack Ltd, 2 Collins Lane, R D 7, Te Puke  
or email: [jenny.james@eastpack.co.nz](mailto:jenny.james@eastpack.co.nz)

**Closing date of: 5pm Wed 15th February 2017**

To request a position description please contact Jenny via email

[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