



Job Description

About the Company: Shooting Star Native Seeds (SSNS) is a wholesale provider of native grass and wildflower seed.

Position Title: Inventory Specialist

The Inventory Specialist is responsible for assisting with the flow of inventory into and out of the seed warehouse.

Responsibilities:

- Processes incoming inventory of native seed
- Coordinates/manages seed storage location and organization
- Prepares items for shipment.
- Records future shipping and order pick-ups
- Communicates needs of the warehouse to inventory manager
- Assists with bi-annual physical inventory, including weighing, measuring, and checking materials for the purpose of keeping relevant records
- Pulls seed samples for testing at the direction of the inventory manager
- Provides daily organization of warehouse
- Receives pick tickets and fills orders by carefully weighing and packaging grass and wildflower seed needed for each order
- Prepares seed mixes by hand or by machine
- Loads and unloads materials to and from designated storage areas, such as racks, shelves, vehicles, and trucks
- Labels & stores seed containers accurately
- Ensures that safety procedures for warehouse operations are followed
- Operates equipment, including forklift
- Assists with ordering and organizing of warehouse supplies
- Keeps a clean and orderly work area
- Contributes to team effort by completing other duties as assigned

Skills and Qualifications:

- Microsoft Office, including the frequent use of Excel.
- Strong communication skills
- Detail oriented and highly organized
- Hard-working, self-starting, and willing to learn on the job
- Ability to work independently, with little direct supervision
- Attentive to detail

- Physical labor required: lift 50 lb frequently, and up to 100 lb occasionally. Standing and walking for long periods of the day are necessary. Distance walked may frequently exceed several miles per day.
- Flexible in scheduling, including additional hours during busy seasons and atypical shifts as needed.

Job Status: Not-exempt, Regular, Full-time.

Reports to: Inventory Manager

Interested applicants should send a job application to info@shootingstarnativeseed.com or to Shooting Star Native Seeds, 20740 County Road 33, Spring Grove, MN 55974. Position will remain open until filled.