



## **JOB DESCRIPTION – WAREHOUSE AND SHIPPING & RECEIVING MANAGER**

Agrify is a rapidly growing developer of premium indoor grow solutions for the cannabis and hemp marketplace. Our comprehensive grow solutions have been developed with one mission in mind: to assist horticulturalists in producing the highest quality crop possible with consistency and superior yields. Agrify is a non-plant touching company. If you are driven, passionate about an emerging industry, and excited about the Agrify mission, we would love to hear from you. Agrify is an equal opportunity employer.

Agrify is looking for a Warehouse and Shipping & Receiving Manager to join our growing company. Your primary mission will be to manage the flow of all products including production work orders and inbound/outbound shipments/receipts, while maintaining control of all inventory and work in progress.

### **Responsibilities**

- Oversee receiving, shipping, warehousing, order fulfilment (sales order processing), and issuing parts to work orders and/or workstations (e.g., Kanban).
- Key metric: Maintain inventory accuracy of > 99.5% (first year goal) with all material movements being transacted in NetSuite immediately after they occur.
- Develop processes and implement facility upgrades to prevent unauthorized use of and/or handling of materials (inventory security) and optimize storage capability.
- Create and manage receiving, warehousing, and distribution processes and procedures that tie directly into our NetSuite ERP system.
- Conduct physical (cycle, quarterly and annual) counts of products and reconcile with data to maintain adequate inventory levels.
- Inspect and maintain all warehouse equipment.
- Prepare an annual budget, plan out expenses, analyze any variances, and make necessary corrections to help company achieve financial objectives.
- Prepare detailed reports on inventory operations, stock levels, and adjustments.
- Perform periodic analysis to predict potential inventory problems.
- Maintain dock and storage facilities in an organized and safe manner.
- Recruit and train new employees.
- Work with purchasing, as required, to support supply chain activities.
- Establish shipping contracts to include express deliveries.

## **Qualifications**

- 10+ years warehouse management experience.
- 5+ years logistics experience.
- Proficient knowledge of inventory and inventory controls.
- An analytical mind with strong attention to detail.
- Outstanding organizational and problem-solving skills.
- Proficient knowledge of inventory and inventory controls.
- Proficient computer skills.
- Excellent communication and leadership abilities.
- Understanding of ERP systems and processes. NetSuite is strongly preferred.