



Procurement and Receiving Assistant

Company Overview:

Young's Plant Farm is a family owned and operated horticultural company specializing in the cultivation and sale of plants to several major retailers. Young's is committed to delivering high-quality products to our customers, building sustainable and efficient business practices, and engaging with a team that can leverage their experiences and together continue to build an incredible company.

Position Title: Procurement and Receiving Assistant

Reports To: Procurement Coordinator & Director of Supply Chain Management

Job Summary:

We are hiring for the position of Procurement and Receiving Assistant to provide support to our Procurement, Accounting and Operations teams. Key responsibilities will include the receipt and processing of delivered goods, marking items and coordinating site transfers and the generation of system receipts for Accounts Payable. There may also be some procurement and reporting activities assigned as demand requires.

Key Responsibilities:

1. Compare packing slips and shipping documents to the physical order received, verifying both reconcile and noting any exceptions.
2. Compare packing slips to company purchase orders and ensure that the products in each delivery correlate with an existing purchase order in our systems.
3. Ensure that any receiving variances fall within acceptable tolerances and ensure costing data exists on purchase order prior to generation of receipt of goods.
4. Updating the product inventory as products are received.
5. Assist in the development and implementation of policies and procedures to enhance efficiency and controls within the procurement department and accounts payable.
6. Ability to work interdepartmentally with accounting, field operations and procurement teams.

Qualifications:

1. Experience in inventory management or warehouse management, tracking incoming and outgoing orders.
2. ERP systems knowledge and familiarity with their working premises.
3. Ability to convey ideas and messaging clearly through both written and verbal communication.
4. Ability to prioritize, and act with focus and discipline when faced with multiple projects simultaneously.

5. Experience with receiving technologies and inventory management.
6. Proficient with Microsoft Office, Microsoft Excel. Experience with Smartsheets a plus.
7. Knowledge of horticulture industry practices and retail vendor relationships is a plus.
8. This job is mainly administrative but will at times require the sorting and lifting of loads up to 25 lbs.
9. Forklift experience could be helpful but not necessary.

Join Our Team:

If you are a motivated and detail-oriented with a skills and experience that align with the described position, we invite you to apply for the Procurement and Receiving Assistant position with our company. Come be a part of our dynamic team as we continue to grow and succeed in the industry.

Apply via email: [hiring@youngsplantfarm.com](mailto: hiring@youngsplantfarm.com)