

Operations Manager  
Location: Springfield, Oregon  
Shift: M - F, 12 pm - 5 pm  
Timeline: Open until filled



At Planet Verde, our vision is a thriving local and regional food economy centered around sustainable, local, organic, and whole (S.L.O.W) food. Our mission is to re-build the small and mid-size agricultural infrastructure that's been lost by making it as simple as possible to distribute, purchase, and consume S.L.O.W. foods. We deliver locally grown and produced foods to restaurants, grocery stores, and institutions along Oregon's I-5 Corridor (and now the front doors of our Eugene community). We are looking for a long-term addition to our family who is also dedicated to S.L.O.W. food.

Planet Verde is seeking an Operations Manager. The primary responsibilities of this role include maintaining an organized and streamlined system for order processing and fulfillment, routing, and purchasing. This role must create and maintain clear and pleasant working relationships with our vendors, customers, and warehouses. The Operations Manager role is very time-sensitive, therefore the abilities to prioritize effectively and promptly and clearly communicate are essential. Additionally, the Operations Manager will identify opportunities for cost savings and increased efficiencies.

If you enjoy logistics, problem solving, and maintaining professional communication even in stressful situations, then this job is for you! A keen eye for detail and maintaining organized and efficient workflows are of the utmost importance for this position. Candidates with grocer, food service, distribution, and/or sales experience are preferred.

#### **PRIMARY RESPONSIBILITIES**

- Coordinating and monitoring the inbound AND outbound flow of goods.
  - In collaboration with our Wholesale Account Manager.
- Purchasing product for orders and inventory, using previous sales numbers and trends.
- Scheduling product pick-up/delivery appointments.
- Creating, adjusting, and implementing delivery routes to optimize time, mileage, and efficiency.
- Establishing driver performance standards & audit delivery performances.

#### **PRINCIPLE DUTIES**

##### Order Fulfilment & Routing (60%)

- Managing and leading the team in all direct and indirect production processes required to produce and deliver a variety of value-added food products to consumers and customers
- Tracking and allocating orders to routes, ensuring accurate paperwork
- Creating, adjusting, and implementing routes, every day for each route
- Schedules and monitors shipping appointments for product on a weekly basis
- Generating and implementing ideas for continual process improvement.

##### Buying (20%)

- Buying product to fulfill orders and to maintain inventory levels
- Tracking, analyzing, and predicting ordering trends to inform purchasing decisions and minimize loss

##### Inventory (15%)

- Performing weekly and monthly inventory reconciliations
- Reviewing Quantity on Hand reports with management
- Tacking and maintaining accurate and real-time inventory records; providing reports as required.

##### Miscellaneous (5%)

- Ensuring compliance with all applicable local, state, federal and/or company policy and procedures.

(The above list is meant to provide a broad overview. A detailed job description will be provided during the interview process.)

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#### KNOWLEDGE, SKILLS, AND ABILITIES

- **Organization** - Highly organized with superb attention to detail; able to set priorities that reflect importance of job responsibilities; skilled at establishing and maintaining organizational systems; excellent time-management skills
- **Logic & Problem-Solving Skills** - Able to prioritize and problem-solve deadline driven job duties in a calm and efficient manner; able to discern when a challenge requires input from others before acting; adept at sifting through possibilities and finding win-win solutions to time-sensitive problems
- **Critical Thinking or Analyzing** - Adept at organizing and analyzing information to inform negotiations on freight rates and action items for Sales Team to follow up on
- **Communication** - Able to produce professional and grammatically correct written correspondence; adept at achieving and maintaining an overall blissful rapport with customers and co-workers
- **Kaizen** - Practices a mindset of continuous improvement, offering and implementing ideas for efficiencies, cost savings, etc.
- **Adaptability** - Ability to learn new duties and adapt to new situations as the company grows and changes
- **Teamwork** - Strong collaboration skills, cooperates with others, seeks input and provides information and perspective as needed to ensure smooth and efficient operations; team player - ability to get along with colleagues and managers, works with team to achieve goals
- **Alignment** - Willing and eager to actively contribute to furthering the mission and vision of Planet Verde, e.g. participate in sustainability initiatives, proper use of waste & recycle systems, advocate for local and sustainably sourced food, etc
- **Technical** - Proficient with QuickBooks, Microsoft Office suite (especially Word & Excel), Asana, Google apps and other platforms used by the Company or able to learn them and quickly become proficient
- **Education** - 2+ years college or equivalent experience in similar position required, Bachelor's Degree preferred
- **Experience** - 2+ years of prior experience in a role that includes customer service, competing priorities, and detailed data management is required
- **Available to work part time (full time as the role grows);** schedule is generally 25 hours per week from 10 am to 3 pm
- **Travel:** Must have valid driver's license; travel for warehouse and customer visits and/or events up to 2 times/year, possibly including some overnight/air travel
- **Physical** - The majority of the Operations Manager duties are performed sitting or standing at a desk, using a computer and phone, and other office equipment in a typical office environment
- **Knowledge** - Basic knowledge of seasonal food production in Oregon a huge plus.

#### COMPENSATION & BENEFITS

Planet Verde pays fair and living wages for all positions. More details about compensation and benefits will be provided during the interview process.

If you have a passion for organic food and sustainability and are excited to work with a growing company who values collaboration, diversity, transparency and integrity, we welcome you to submit a cover letter and resume.