



Production Coordinator

COMPANY OVERVIEW

Sage Fruit Company is a vertically integrated Sales & Marketing firm located in Yakima, Washington. The Company was founded in 1999 and employs 50 full-time employees. Sage is owned by three apple packing companies who have partnered for the purpose of delivering the highest quality tree fruit and fostering long term relationships with their customers, growers, and employees. We have 6 apple and pear packing facilities as well as two state-of-the-art cherry packing plants. We are actively pursuing growth opportunities. Our headquarters is in Yakima Washington, and we deliver fruit throughout the world. We are considered one of the premier grower/shipper operations in Washington and are known most for high quality and a high level of service. We believe in and require the same level of service for each other as we do for our customers.

The primary reason for our outstanding success and growth is our business philosophy and reputation tied to our corporate values which are listed below.

PRIMARY OBJECTIVE

The Production Coordinator is a key member of the Sage team and highly integral to our success. The primary purpose of this position is to oversee and facilitate inventories for multiple warehouse locations and guarantee order fulfillment for our sales staff. This role is tasked with providing exceptional customer service for our customers, while ensuring our fruit is packed and shipped in a timely manner.

REPORTS TO

This position reports to the Production Manager.

MISSION STATEMENT

To produce and deliver the highest quality fruit and foster long-term relationships with our customers, employees, and growers.

VISION STATEMENT

The Sage Fruit Family is admired for greatness through our commitment to quality, innovation, and service.

SAGE VALUES

Integrity Teamwork Accountability
Innovation Passion Pride
Respect

MAJOR RESPONSIBILITIES AND DUTIES OF THE PRODUCTION TEAM MEMBER

- Work closely with sales team to facilitate packaging product at our production facilities.
- Modify packing instructions weekly/daily and advise sales staff on when fruit will have to be purchased or order needs to be revised.
- Work closely with the facility supervisors and QC managers to ensure packing to specifications.
- Review packed fruit inventory and communicate with sales on problematic volumes and shortages.
- Work closely with production manager to review weekly/monthly packing schedules.
- Provide packing instructions to all facilities daily after reviewing inventory.
- Provide repack instructions to all facilities when product needs to be reworked.
- Review QC data daily to maximize pack out efficiencies.
- Point of contact between sales staff and facilities such as answering incoming calls, emails and any correspondence.
- Updating and maintaining packing specifications.
- Oversee packaging inventory and implementation of new packages.
- Work closely with accounting staff on pool smoothing files and verifying accuracy on pack outs due to packaging.

SKILLS AND EXPERIENCE

The successful candidate will possess the following traits and skills:

- A high degree of professionalism.
- Excellent written and verbal communication skills.
- Proficient with Microsoft Office Suite and other commonly used programs.
- Previous experience in apple/pear/cherry production or sales.
- Comfort using common production management software, such as Famous and Highjump.
- Able to handle conflict in a calm, professional manner to achieve desired results.
- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities.
- Ability to switch easily between tasks; able to handle interruptions.
- Resourceful, well organized, highly dependable, efficient and detail oriented.
- A can-do attitude.
- Research and analysis skills.
- Solution-oriented mindset.
- Ability to use data in making production more efficient.

- A demonstrated ability to see what needs to be done and take the initiative.
- He/she must be fair and honest in dealing with employees, suppliers, and customers. Upholding the Mission, Vision, and Values of Sage.
- Exceptional communication and interpersonal skills and self-motivated with integrity and character required.
- High school diploma required; 2- or 4-year college graduate preferred.
- Bilingual (English & Spanish) candidate preferred but not required.

WAGE RANGE

- Salary rate: 50K-75K, depending on experience.