



Offsite Inventory Control Associate

Full-Time

Grassland Dairy Products, Inc. has been a leading manufacturer of butter and dairy ingredients since 1904 and is looking to add an Offsite Inventory Control Associate to our team in Greenwood, WI. With additional facilities across Wisconsin, Nebraska, and Utah, Grassland is a key player in the dairy industry dedicated to producing high quality products while maintaining a positive work environment for a driven, talent-filled team of employees.

The Offsite Inventory Control Associate will act as support staff to the Financial Quality Control and Procurement Manager and must be extremely detail oriented and highly organized. This position is responsible for keeping accurate inventories at offsite storage facilities, while also monitoring quantity on hand to ensure all customer orders are fulfilled.

Essential Duties and Responsibilities:

- Keep accurate and up to date inventories at offsite storage facilities
- Monitor inventory levels at offsite storage facilities, communicating with sales, transportation, quality, and shipping as needed to ensure all customer orders are fulfilled
- Maintain proper documentation in all formats of recordkeeping
- Minimize procurement related business disruptions by identifying and analyzing cause and modifying procedures through problem-solving
- Support month-end and year-end close process
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Exceptional attention to detail and strong organizational skills
- Ability to adapt effectively within a continually changing and demanding environment
- Excellent written and oral communication skills, and ability to work within a team
- Ability to read and comprehend standard operating procedures and company guidelines in order to maintain regulatory compliance
- Ability to complete tasks with limited supervision, strong initiative and analytical skills
- High skill level of Microsoft Office Products, with particular emphasis on Excel

Education and Experience:

- Associates Degree or equivalent required
- A combination of education and experience may be considered at Grassland's discretion

Above the Rest Benefits:

- Competitive compensation and weekly pay period
- Zero premium, company-paid health, dental and life insurance
- Short-term disability
- Profit sharing plan with 401(k) enhancement, matched
- On-site health care and wellness initiatives