

Inventory and Order Fulfillment Specialist

Position Title: Inventory and Order Fulfillment Specialist

Location: Colusa, CA

Status: Full-time, Non-Exempt

Reports to: Director of Farming Operations

Pay Scale: \$26.00 to \$30.00 hourly

Who We Are

A tenacious nonprofit founded in 1998; River Partners brings life back to California rivers. We advance an innovative model of conservation that harnesses the power of restored riverways to create a thriving future for the states' environment and communities. We revive and reconnect entire river landscapes, critical wildlife corridors, and vast ecological regions across California. We achieve this bold pace and scale of restoration by blending modern farming practices, cutting-edge science, and diverse alliances. Each year, we plant hundreds of thousands of native trees and vegetation across thousands of acres along California's most imperiled rivers.

Why We Do It

Healthy rivers are essential for a vibrant California. They provide fresh water for growing our food, economy, communities, and wildlife found nowhere else. Rivers support more species and in greater numbers than any other ecosystem in California – making our state a worldwide biodiversity hotspot. Yet just 5% of our native riverside habitat remains. What's left needs reviving. The actions we take during this decade will decide California's future. With their exponential benefits for wildlife, natural resources, and communities, healthy rivers are critical for a flourishing Golden State for generations to come.

Why Our Work Matters

Our work supports a range of wins for wildlife, flood safety, climate resiliency, water conservation, healthy communities, and local economies statewide. This includes supporting the recovery of dozens of imperiled species, boosting flood safety for communities in flood-prone regions, and growing California's climate resilience by planting more than 2.5 million trees that capture 1 million tons of greenhouse gases each year. We've led hundreds of major projects in more than 20 watersheds across nearly 17,000 acres throughout California. River Partners has restored more habitat along impaired California rivers than anyone else in the West.

Position Description:

The Heritage Growers (HG) Inventory and Order Fulfillment Specialist works under the Director of Farming Operations. Additionally, they will work closely with HG Inventory Specialist, HG Mill Operator, HG Sales Manager, HG General Manager, other HG staff, and River Partners' finance department. They are responsible for organizing/maintaining physical inventory and processing orders in a timely manner. This is a key support position to help grow the Heritage Growers operations. Flexibility, creativity, and problem-solving skills are required to assist with the complexities associated with providing native seeds to support large-scale habitat restoration. The position requires a can-do attitude that includes a willingness to assist with any and all elements of the seed production and sales process from office administration to wildland seed collection. The position also requires working in hot, cold and dusty areas at times during the year.

Essential Functions and Responsibilities:

- The employee will be responsible for maintaining organization of physical inventory of seeds in the warehouse.
- This will also include retesting and sampling of seeds.
- During the winter/ spring work in conjunction with the office to physically weigh and “truth” our inventory to make sure an accurate record of our inventory is kept.
- During the summer they will work in conjunction with our Mill Operator to inventory and sample product that is coming off mills.
- Input products into system and organize into appropriate physical locations.
- During the fall, will be responsible, with the assistance of additional labor when needed, for putting orders together.
 - This will involve pulling the correct product from the shelf and mixing the correct amounts of seed together by hand.
 - They will then be responsible for coordinating with the Sales team to ensure pickup or delivery happens in a timely manner.
- Gain a complete understanding of the process steps for planting, growing, harvesting, cleaning, mixing and bagging native seed.
- Willingness to assist with a wide variety of tasks from easy to complex.
- Ability to work independently under the guidance of the Heritage Growers management team.
- Detailed record keeping and a high level of accuracy.
- Clear communication across many teams and stakeholders.
- Other assignments as requested.

Required Knowledge, Skills, and Abilities:

- Exceptional time management and organizational skills.
- Strong attention to detail and accuracy.
- Ability to work independently and as part of a team.

- Embraces diversity, equity and inclusion and be an active participant in a diverse team.
- Demonstrates high standards, a passion for what River Partners' purpose is, a positive attitude, and a commitment and enthusiasm to carry out Heritage Growers' mission.
- Able to quickly adapt and solve problems.
- Demonstrate cooperative behavior with colleagues, supervisors, and managers at all times.
- Good communication skills with other members of team.
- Ability to ask for help when needed.
- Detail-oriented data management practices.
- Willingness to learn new and complex tasks.

Qualifications:

- Bachelor's degree in agriculture is preferred but not required.
- 1 to 3 years of warehouse experience
- 1 to 3 years of inventory management preferred.
- Demonstrates appropriate verbal, analytical, organizational, and written skills
- Demonstrates strong attention to detail and a high level of accuracy in work.
- Proficient in Microsoft Excel and other Office applications, experience with SharePoint, Power BI, or Strinos is a plus.
- Excellent analytical, problem-solving, and organizational skills.
- A valid driver's license with a clean DMV record
- Ability to speak Spanish is welcomed but not required.
- Ability to move bags of seed that can weigh up to 50 lbs.
- Some prior forklift experience is preferred.

Compensation:

Rate is commensurate with experience, anticipated to range between \$26.00 to \$30.00 hourly. River Partners offers a generous benefits package including ample holidays and paid time off, an alternative work week schedule, flexible location and hours, medical insurance, and up to 4% 401(k) match on your contribution.

Location:

This position is based in Colusa, California at our seed processing facility. It will be in person, Monday through Friday, with a start time ranging from 6-7 am depending on the time of year and will typically be an 8-hour long shift with potential overtime if needed during the busy season.

To Apply

Please submit a cover letter, resume, and contact information for three references to the link below

[Careers at River Partners](#)

Review of applications will begin immediately and continue until this position is filled.

Equal Opportunity Employer

River Partners is an Equal Opportunity/Affirmative Action (EEO/AA) Employer. All qualified applicants will receive consideration without regard to race, color, national origin, sex, sexual orientation, genetic information, gender identity, religion, age, status as a protected veteran, status as an individual with disability, or any other protected group status or non-job-related characteristic as directed by law.