



North Bay Trading Co.
Production and Warehouse Coordinator



ABOUT THE COMPANY: Through our website and Amazon, we sell dry food items to commercial and retail health-conscious customers. Selling under the brands North Bay Trading Co. and Thousand Lakes, our products include Wild Rice, Soup Mixes, Beans and Lentils, Freeze Dried Fruit, and Air-Dried Vegetables. As a family-owned company since 1987, our business activities are sustainable, and we strive to build loyalty from customers, suppliers, and employees. We are community supporters based in Brule, Wisconsin, achieving nationwide results with small business efficiency. For more information, please visit our website at <https://www.northbaytrading.com/about-north-bay-trading>.

ABOUT THE POSITION:

Job Title: Production and Warehouse Coordinator

Job Classification: Non-exempt, Part or full time (24-40 hours/week, 3-5 days per week); Regular. Additional responsibilities may be available if desired by the right candidate.

Compensation: \$15.00 to \$17.00 / Hr. Hourly wage will be commensurate with skills and experience. Eligible employees receive paid time off, holiday pay, and simple IRA match, and may receive Health Savings Account (HSA) contributions.

Physical Requirements: This position requires the physical ability to sit up to 8 hours per day, stand as necessary to perform maintenance activities up to 8 hours per day, and lift 50 pounds, plus work both indoors and outdoors, as needed, throughout the entire calendar year to manage and/or perform clerical, production, warehouse, and groundskeeping activities.

Duties/Essential Functions:

Work in Brule, WI to package dry food products, box orders for e-commerce and wholesale trade, move inventory, record inventory details, assist with order fulfillment, plus activities related to computer data entry, vehicle and equipment operation, and maintenance as qualified or learned on the job.

Major Functions

- Assist with leading production tasks so that work is done in an efficient, safe, and productive way
- Help direct other staff on what inventory items to stockpile during slow periods
- Mix and package natural food ingredients using both simple machinery and manual methods
- Print, peel, and apply labels to pouches used for food packaging
- Manage labeling and shipping activities for the Fulfillment by Amazon program.
- Move and arrange inventory utilizing a cart, rolling ladder, and a pallet jack
- Follow detailed written instructions and document work activities on checklists.
- Assist with facility cleaning and groundskeeping.
- Assist with snow removal and loading trucks by operating the Company wheel loader.
- Follow Company work instructions and policies.
- Help identify, correct, and prevent food safety program non-conformances.
- Coordinate building, grounds, and equipment maintenance activities with subcontractors.
- Assist Customer and Vendor Service Employee with administrative tasks such as counting inventory and taking orders (Magento, Phone)
- Other tasks as assigned by Management

Secondary/Bonus Functions

- As qualified: Maintain and operate all Company machinery and vehicles
- As qualified: Perform intermediate-level tasks relating to buildings and grounds maintenance.
- As qualified: Assist with substantial computer work related to bookkeeping, inventory, and food safety.

Requirements/Qualifications

- Will follow food safety hygiene policies, clothing requirements, and other processes as instructed by the Company's food safety plan.
- No conditions of communicable disease which present a food safety risk.
- Is physically able and comfortable performing repetitive tasks with hands.
- Will help maintain a clean and organized workplace.
- Willing to use a computer to assist with printing labels and order fulfillment.
- Willing to work extra hours during peak periods or staffing shortages.
- Positive attitude, team focus, constant strive to achieve company goals.
- Clean driving record.
- Can accurately check and log details on papers and forms.
- Can perform physical work including lifting 50 lbs. and using a pallet jack.
- Is physically agile and comfortable accessing high shelving areas with rolling ladders.

Location and Schedule

- Negotiable in the range of 24 – 40 hours per week.
- Willingness to work extra hours on Mondays depending upon workload.
- Willingness to work extra hours during peak periods if needed.
- Willing to come in early or stay late to help with intermittent projects such as snow removal.

⁽¹⁾ HSA Contributions:

An HSA is a tax-advantaged savings account, like a retirement account, but designated for current and future healthcare expenses and has triple tax advantages. Your contributions, investment earnings, and qualified distributions all are exempt from federal income tax and social security tax.

Unused HSA dollars roll over from year to year. You always own your HSA and can take it with you through changes in health care plans or changes in employment. Upon reaching the age of 65, funds in the HSA can be used for things other than medical expenses, without penalty, but subject to income tax.

You and/or your spouse plus dependents can use your HSA account to pay for deductibles, copayments, coinsurance, prescription drugs, dental care, eye exams, and contacts or eyeglasses. The funds generally cannot be used to pay health insurance premiums unless you're over 65 or between jobs.