

Grassland Dairy Products, Inc.
N8790 Fairground Avenue
P.O. Box 160
Greenwood, WI 54437
Tel (800) 428-8837
careers@grassland.com
www.grassland.com



INVENTORY RECONCILIATION ASSOCIATE

Full-Time, Permanent

Grassland Dairy Products, Inc. has been a leading manufacturer of butter and dairy ingredients since 1904 and is looking to add an Inventory Reconciliation 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 Inventory Reconciliation Associate is responsible for the inventory control duties throughout the shipping and receiving department. This individual is expected to conduct themselves in a manner that promotes the continuous improvement of Grassland Dairy Products mission for Quality, Safety, and Efficient production.

Essential Duties and Responsibilities:

- Follow and comply with applicable good manufacturing, safety, and quality assurance practices.
- Verify quality control items such as product type, item number & lot codes.
- Occupy driver check-in window.
- Follow proper documentation procedures in all recordkeeping formats.
- Communicate with inventory leadership and shipping personnel regarding ongoing organization of product.
- Perform physical counts when necessary and review off-site inventories to maintain sufficient product control.
- Contribute to general cleaning and good housekeeping practices throughout the facility.
- Follow applicable work instructions, standard operating procedures and complete necessary training elements and competencies.
- Backfill throughout department as needed.

Knowledge, Skills, and Abilities:

- Exceptional attention to detail and strong organizational skills.
- Demonstrate a willingness and ability to understand products manufactured.
- Ability to adapt effectively within a continually changing and demanding work environment.
- Generate an understanding of product identification and lot coding.
- Will demonstrate the ability to understand pick lists, order routes, and lot tracking.
- Knowledgeable of warehousing and shipping and receiving logistics and inventory placement.
- Demonstrate the readiness and ability to communicate effectively in order to maintain high levels of safety, quality, and efficiency.
- Validate the comprehension and willingness to follow standard operating procedures and company guidelines.
- Demonstrate the Qualified Individuals responsibilities for the Preventative Control-Cleaning and Sanitation Program.

Education and Experience:

- Minimum of high school diploma or equivalent.

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.