



Operations Administrative Coordinator

Tewksbury, MA

Employment Type: Full Time, Permanent

Schedule: Monday-Friday 8am-4pm, with occasional planned shifts from 7am-3pm

Pay: \$20.00-\$23.00 per hour, depending on experience

Walden Local is looking for an **Operations Administrative Coordinator** to join our team and act as a point of contact with our teams and vendors. Are you ready to jump into a fast-paced environment working with multiple teams? You'll be responsible for maintaining efficient workflows in the organization through efficient management across various departments within the company. To be successful in this role, you should have excellent organizational skills along with the ability to prioritize tasks, meet deadlines and stay focused and prioritized during both busy and calm times

What You'll Do:

- Work in coordination with the Inventory Activity Scheduler to schedule, control, maintain and report on warehouse inbound and outbound movements across multiple business units
- Interact with internal and external companies and partners in a positive and brand centric manner.
- Maintain the Inventory Movement Tracker for the Fulfillment Team
- Maintain aging Inventory and additional inventory movement quality checks
- Support the inventory and cold storage team through data entry and administrative/clerical tasks
- Responsibly and confidentially handle sensitive financial and personnel information
- Prepare and organize paper files for cold storage operations
- Ensure compliance with document retention policies
- Handling basic office duties, such as answering and routing phones, responding to emails, data entry, and reporting

What You'll Bring:

- 1-2 years experience in administrative roles
- 2-4 years experience in supporting food warehouse operations and/or inventory management
- Ability to keep track of and report on activity
- Ability to self motivate and seek out appropriate tasks during slow times
- Excellent communication and organizational abilities
- Associates degree in business administration or other related field, or additional years of experience
- Google Suite Proficiency (i.e Sheets, Docs, Slides, etc)
- Microsoft Office Proficiency (i.e. Excel, Word, PowerPoint, etc)

Bonus points if you have...

- Passion for our mission and sustainable agriculture/ food
- Experience at a startup or young company

Don't check all the boxes? Don't worry! We know that there is no such thing as a 'perfect' candidate. Walden Local is committed to building our team with a diverse group of thinkers and leaders. We value everyone's own lived experience, where it has and will take them! Feel welcomed to bring your whole and authentic self and please apply if this is a role that you feel you can grow along with us in.

If you're flexible, passionate about food and always looking for new ways to go above and beyond expectations, we want to hear from you!

What We Offer:

- 5 pounds of free meat every week
- Annual company-wide bonus
- Annual Company Picnic - friends and families welcome!
- Training and advancement opportunities
- Medical, Dental & Vision Insurance
- Paid Sick Days
- Paid Vacation Days (earn up to 4 weeks a year!)
- 8 Paid Holidays
- Paid Parental Leave
- Paid time off to volunteer with a charity
- 25% discount on a Walden membership or purchases at our Butcher Shop

When You Join Walden...

You'll be Making Local Work - contributing to a mission-driven startup committed to reinvigorating local agricultural economies, in support of healthier communities, animals and soil. Walden Local is New England and New York's leading brand of sustainable, locally-raised meat, connecting families with farmers by distributing directly to thousands of households across the Northeast. We believe in simplicity, doing ridiculous things for our members, and that the little things matter. We're building a diverse team that shares these passions. If you're inspired by ambitious missions and working hard to solve complicated problems, we'd love to meet you!