

Pure Ground Ingredients, a Certified B Corporation, and Equal Opportunity Employer is seeking an experienced Order Selector/Inventory Specialist for our Minden, NV manufacturing facility. We source organic botanicals, herbs, and spices worldwide and sell them across North America and Europe from our facilities in Minden, Reno, and The Netherlands. First and second shifts available.

Desired qualifications:

- Experience working in a manufacturing or distribution facility serving internal and external customers.
 - Food industry experience is a plus
- Experience managing physical inventory within an inventory management system
 - Understanding of inventory location assignment and controls such as cycle counts
 - Experience with a WMS is a plus
 - Basic understanding of shipping and receiving procedures
- High attention to order accuracy utilizing customary weight, measure, and labeling methods
 - At PGI, quality is everyone's job
- Forklift Certified (standing and sitting) preferred
 - PGI will certify experienced forklift operators meeting other qualifications for the role

Applicants must:

- Be at least 18 years of age and authorized to work the United States without sponsorship
- Hold a valid state Drivers License and undergo pre-employment screening to include reference checks and a criminal background check of 7 years.
- Be able and willing to formulate, give, take, and follow directions.
- Be able to lift up to 50 pounds repeatedly and without assistance
- Be willing to work in an environment that contains some dust, odors of spices, low level noise from production rooms and temperature/ventilation variations.
- Wear appropriate safety and/or PPE when required (not typical).
- Be able to stand and/or walk for long periods, pull, push, lift, climb, bend, squat and use manual dexterity in a fast paced environment

Benefits and Compensation:

- Paid company holidays and PTO
- Health Insurance with company contribution
- Dental, and Vision available

- 401(k) plan with match
- Competitive hourly wage DOE