



## **Operations Associate, Inventory & Distribution**

### **Three Trees in a Nutshell:**

Three Trees is a fast-growing, premium natural foods brand. We're on a mission to make the most delicious, clean, and nourishing plant-based foods. From our humble beginnings of hand-bottling in a commercial kitchen, our plant-based milks have now achieved national status, elevating the shelves of natural foods stores like Whole Foods and Sprouts. With demonstrated success in the largest segment of plant-based foods, we are poised for even greater expansion and growth. This is a rare and exciting opportunity to join a successful startup and make a real impact.

### **Our Culture:**

We thrive on entrepreneurial spirit and an authentic passion for food. Our team is composed of self-starters who are genuine, enthusiastic, and devoted to making a positive impact on people's lives and the planet. We value direct, lively discussions and cherish our diverse experiences and backgrounds, believing that they enhance our creativity and drive.

### **What we're proud of:**

*Small and Mighty.* Without raising traditional VC dollars, we've grown to eight figures in sales through focused, disciplined strategies, and always with the bottom line in mind.

*Good for People and the Planet.* Our vision is a world where it's easy to eat plant-based foods that are also clean, nourishing, and delicious.

*Our Team.* Behind the beautiful bottle is a passionate team of data-driven food enthusiasts. Discussions are direct and lively – sparring with ideas gets us energized! No one gets hurt because it's not about egos. You'll find the team chatting over lunch about the latest adventures (i.e. urban pigeon rescue, raised veggie beds, rock climbing), and passing around a bar of craft dark chocolate.

### **This is where you come in:**

Do you live to eat? Do you want to work at a small company where you get to see many facets of the business and leave your handprint on the product? Do you get energized about making things work better and achieving excellence? If so, you might be the dynamic individual we're looking for.

Our Operations Associate makes a big impact on the success of our business. This role requires a highly-organized, detail-oriented, and personable individual. Operations is the heart of our business. You will work to help optimize and manage every aspect of our distribution of products. You will be directly making an impact by ensuring that we are making the highest quality products and making enough to meet our growing sales demand. This is a high-impact, fast-paced role critical to ensuring optimized business operations – from ingredients to retailers' shelves.

**Responsibilities:**

- Analyze sales data in Excel to forecast future supply and logistical needs and report to leadership on freight and distribution costs (interview process will include a case study)
- Carefully oversee finished goods levels on a daily basis and proactively address any potential inventory problems or shortages
- Schedule production run dates and quantities while considering co-packer contracts, warehouse FG levels, ingredient and packaging availability, shelf life, and product quality
- Collaborate with the procurement and production departments for necessary adjustments and update production needs as required
- Optimize freight, warehouse space utilization, distribution and logistics to ensure on-time deliveries and cost reduction
- Monitor delivery accuracy, on-time deliveries, and overall accuracy of PO processing
- Partner with the entire supply chain team on freight and deliveries, handling and resolving any logistics issues promptly
- Manage EDI and SPS software for efficient communication and maintain accurate FG inventory levels in the inventory management software

**Qualifications:**

- Passionate about Natural Foods / CPG, the Three Trees brand and our mission with at least 2-5 years of experience working in CPG preferred
- Highly self-motivated, resourceful, accountable, comfortable with ambiguity, bringing a sense of ownership and a strong willingness to get your hands dirty and dig-in
- Great interpersonal skills and written and oral communication skills as well as strong project management skills and the ability to solve problems creatively while managing multiple workstreams
- Strong analytical mind and an affinity for diving into the numbers to understand the business and help make decisions that drive business performance
- Proficient in Excel and able to grasp new systems quickly, including ERP/inventory management systems
- Driver's license / comfortable driving, and authorized to work in the United States

This is a full-time position based in the Bay Area (San Francisco). We encourage you to apply, even if you don't have all of the qualifications or industry experience. Motivation and work ethic more than make up for direct experience.

Please email [sunny@threetrees.com](mailto:sunny@threetrees.com) and tell us about yourself!