



Distribution & Logistics Specialist

New York, New York

Reports to: Customer Service and Logistics Manager; dotted line to Plant Manager

THE ROLE

Gotham Greens is seeking a dynamic Distribution & Logistics Specialist to provide logistics coordination and support to the New York Customer Service and Logistics Team. This position will be responsible for routing daily truck itineraries, providing support to all drivers during the day, reviewing incoming orders, printing daily truck documents, and building outgoing orders. This individual will work closely with our pack house operations and Distribution & Logistics teams to ensure optimized inventory and logistics procedures. The ideal candidate is passionate about sustainable agriculture and embraces Gotham Greens' core values and mission.

Experience in food manufacturing and distribution is strongly preferred. Experience in the greenhouse or fresh produce or perishables is preferred but not required. This is an opportunity for an enthusiastic, self-motivated, and highly organized person to join a rapidly growing, innovative company that is disrupting the 21st century food system.

AREAS OF RESPONSIBILITY

- Coordinate all internal and external logistics for perishable fresh produce
- Schedule truck routes to optimize efficient and cost-effective delivery schedules
- Supervise and support truck drivers during delivery hours and hold drivers accountable
- Generate daily documents for deliveries including but not limited to: Transportation Log, Packing Slips, Invoices, and Internal Transfer Slips
- Responsible for insuring all customer orders are accurately built for next day delivery
- Maintain accurate truck records and logs as required by DOT and Food Safety protocols
- Schedule and coordinate truck maintenance with lease companies
- Communicate with customers as necessary regarding delivery updates and/or delays
- Work closely with customer service, sales, and operations teams to ensure optimal delivery and excellent customer service
- Monitor and troubleshoot issues to provide timely resolution on delivery exceptions



- Conduct Finished Goods physical inventory and data entry, including investigating and resolving inventory discrepancies
- Ability to effectively use ERP system
- Monitor and adjust inventory at all storage locations to ensure smooth flow of supplies
- Fork Lift Certified (or ability to be trained)
- Assist in monthly plant inventory
- Maintain all equipment in good working condition; communicate work orders for repairs in a timely manner

QUALIFICATIONS

Requirements:

- Bachelor's Degree preferred but not required
- 1-3 years of relevant experience in operations, ERP systems management, sales, distribution, trucking, and logistics
- Superior ability to maintain priorities, organization, and composure under stress
- A valid US driver's license
- Excellent analytical, problem solving, and negotiating abilities
- A strong knowledge of food handling, storage, and sanitation a plus
- Knowledge of MS Office required
- Ability to lift 50 lbs

The ideal candidate:

- Excellent verbal, written, and interpersonal skills
- Reliable and highly motivated with a creative and lively personality
- Passionate commitment to the company vision
- Appreciation of principles of sustainable agriculture and food

WHO WE ARE

Gotham Greens is a global pioneer in urban greenhouse agriculture and a leading consumer brand of premium-quality local produce and fresh food products. Gotham Greens' produce is grown using ecologically sustainable methods in technologically-sophisticated, climate controlled, urban greenhouses. Gotham Greens provides its diverse retail, restaurant, and foodservice customers with a local, reliable, year-round supply of salad greens, herbs and fresh food products grown under the highest standards of food safety and environmental sustainability. The company owns and



operates over 170,000 square feet of greenhouse across four facilities in New York and Chicago and currently has 500,000 square feet of greenhouse under development in five US states. Gotham Greens was founded in 2009 in Brooklyn, New York.

We are farmers that live in apartments. Our team is hard working, supportive, and passionate about sustainable urban agriculture. We work to create an environment that is caring, fun, and collaborative.

Gotham Greens is proud to be an Affirmative Action/Equal Opportunity Employer. We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.



**GREENHOUSE
GROWN**



**PESTICIDE
FREE**



**SUSTAINABLE
AGRICULTURE**



**URBAN
FARMING**



**PREMIUM
QUALITY**

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