



North Bay Trading Co.

Business Support Specialist



ABOUT THE COMPANY:

Through our website and Amazon, we sell wholesome shelf-stable food to health-conscious retail and commercial customers. Selling under the brands North Bay Trading Co. and Thousand Lakes, our main products include Wild Rice, Soup Mixes, Beans, Lentils, Freeze Dried Fruit and Vegetables, and Air-Dried Vegetables. As a local, family-owned company, we enjoy the small-town feel (in the great outdoors). As a business that sells nationwide, we also enjoy the fast-paced, entrepreneurial nature of a growing corporation. Truly the best of both worlds.

Our Culture and Employee Fit are both very important to our success. Please read more about us on our website at northbaytrading.com/about-north-bay-trading and northbaytrading.com/jobs. If you truly feel that we are a great match, look at the job description below. Plus, we may have other job openings on our website.

This is an onsite, at-will non-exempt position which requires a minimum of 32 - 40 scheduled hours per week. Eligible employees receive paid time off, holiday pay, simple IRA match, and HSA account contributions. Additional work hours may also be required as requested by the Company.

This position will be subject to all policies in the Company's Employee Handbook and Employment Agreements, Confidentiality and Non-Disclosure Agreements, or similar employment agreements (copies available on request).

ABOUT THE POSITION:

This position assists with a variety of office tasks and some warehouse operations. The right candidate will have excellent computer skills and be comfortable with some part-time work in the warehouse.

RESPONSIBILITIES:

Office Support Responsibilities:

- Use Microsoft Excel to support the maintenance of worksheets and reports relating to pricing, inventory, and product/packaging registries.
- Enter product information into Microsoft Great Plains (GP) accounting system.
- Support payroll activities which may include keying data to help ensure accurate payroll, PTO tracking, and absenteeism. Report issues to President.
- Support new hire onboarding paperwork and activities related to training.
- Support cash flow forecasting using existing templates and adjusting funds in bank accounts.
- Support inventory management activities including companywide physical counts, forecasting, reconciliation efforts, and disputes related to inventory movement at Amazon.
- Work in a team fashion with the office staff and/or consultants to help complete data entry required for month-end and year-end accounting tasks.
- Manage office reporting activities relating to 1099's, unemployment claims, sales tax, property tax, liability insurance, property insurance, work comp insurance, and government payroll surveys.

Operational Support Responsibilities:

- Assist with order fulfillment in the warehouse during periods of fulfillment backlogs.
- Assist in the procurement of packaging materials and office supplies.
- Perform liaison work with various third-party information technology solution providers to ensure technology fixes are implemented and Company systems are maintained.
- Test and improve Company work instructions.
- Assist with price changes, package size changes, and product specifications.
- Support the SQF food safety program and serve on the Food Safety Committee. Successfully complete HACCP food safety training. Prioritize availability to support annual audit exercises.
- Support office operations related to the management of inbound and outbound parcel and freight shipments (Parcel, LTL, full truck, international container).
- Support office operations related to product labeling, including updates of nutritional fact panels when package sizes are changed.
- Backfill other staff functions when others are on vacation or during staff shortage.
- Assist Management with monitoring employee performance and conduct - report the good and bad to the President.
- Assist with physical inventory counts (typically 1 day of counting, 4 times per year).
- Other tasks as assigned by the Management.

Requirements / Qualifications:

- Exceptional ability to prioritize work efforts yet be flexible and switch between tasks.
- Willing to be cross trained and take ownership of processes and projects. Possess the willingness and ability to drive them to completion.
- Values working in a Company that strives to be fast paced and productive.
- Likes the challenge of identifying problems, prioritizing them, and solving them in a Team fashion.
- Will act upon Management directives in a timely fashion.
- Ability to communicate effectively by oral and written communications.
- Contributes to building a positive team environment.
- Accurate computer data entry skills. Comfortable working with e commerce software and third-party technology vendors.
- Ability to perform and interpret standard mathematical calculations using Excel worksheets.
- Has experience working in a business office.
- Can perform physical work including lifting 50 lbs. or more and use a pallet jack.
- Is physically able and comfortable performing repetitive tasks with hands.
- Can accurately check and log details on papers and forms.
- Will follow food safety hygiene policies, clothing requirements, and other processes as instructed by the Company's food safety plan.
- No communicable disease which could present a food safety risk.
- Agree to all policies in the Company's Employee Handbook and Employment Agreements, Confidentiality and Non-Disclosure Agreements, or similar employment agreements (copies available on request).
- Has a good work ethic and is willing to work extra hours during peak periods or staffing shortages.

Pay and Schedule:

- Work will be primarily performed onsite in Brule, WI.
- This is a 32 - 40 scheduled commitment per week (to be determined). More hours required as needed or offered. Work in excess of 40 hours per week must be approved in advance in writing by the President. The failure to obtain advanced approval of overtime may result in discipline, up to termination. All work in a work week, more than 40 hours will be paid at one-and-one-half (1 1/2) times the current regular hourly rate. Business standard operating hours are 7:30 am to 4:00 pm, Monday – Friday.
- Generally willing to help outside normal work schedule if needed (for example resolve business interruption event, an audit, or Food Recall exercise).
- Compensation for “hours worked” will be paid pursuant to the federal and state law and regulations in effect at the time of the work.

Compensation:

Pay will be in the range of \$19-22/hour depending upon qualifications, W-2 employee status, eligible to participate in all applicable benefits and Employee Incentive plans such as paid time off, holiday pay, simple IRA match, and HSA account contributions.

Note on HSA Contributions:

An HSA is a tax-advantaged savings account, like a retirement account, but designated for current and future healthcare expenses and has triple tax advantages. Your contributions, investment earnings, and qualified distributions are all exempt from federal income tax and social security tax.

Unused HSA dollars roll over from year-to-year. You always own your HSA and can take it with you through changes in health care plans or changes in employment. Upon reaching the age of 65, funds in the HSA can be used for things other than medical expenses, without penalty, but subject to income tax.

You and/or your spouse plus dependents can use your HSA account to pay for deductibles, copayments, coinsurance, prescription drugs, dental care, eye exams, and contacts or eyeglasses. The funds generally cannot be used to pay health insurance premiums unless you're over 65 or between jobs.