

## JOB ANNOUNCEMENT

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Title: **Merchandizing Manager**  
Sustainable Northwest Wood Distribution Center

Employment: Full-time with benefits

Location: Sustainable Northwest Office  
813 SW Alder, Suite 500  
Portland, OR 97205

Reports to: Ryan Temple, Director, Sustainable Northwest Wood DC Inc.

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### **Background:**

The Wood Distribution Center (WDC), a wholly owned for-profit subsidiary of Sustainable Northwest (SNW), will establish a consistent and reliable supply of sustainably-produced finish goods for the wood products wholesale market. The ultimate goals of the Center are to facilitate the incorporation of local materials in “green” building projects and support rural wood products manufacturing businesses by expanding their sales opportunities.

Sustainable Northwest (SNW) is dedicated to promoting environmentally-sound economic development in communities of the Pacific Northwest. Founded by regional leaders in 1994, we work to support local and regional capacity to promote enduring economic development that is anchored in the maintenance, restoration and enhancement of the environment. For more information on SNW, please visit [www.sustainablenorthwest.org](http://www.sustainablenorthwest.org)

The WDC is an outgrowth of Sustainable Northwest’s Healthy Forests, Healthy Communities Partnership (HFHC), a regional wood products collaborative. HFHC is dedicated to promoting forest restoration and creating jobs in small towns through the manufacturing and marketing of the wood ‘byproducts’ of ecologically-based restoration and forest stewardship. By providing support to these businesses, HFHC fosters a rural economy that honors both local people and the resources upon which they depend.

### **Summary of Responsibilities:**

- Maintain contact and relations with all suppliers to the distribution center
- Set and maintain quality control standards
- Help manufacturers meet WDC needs and/or add new manufacturing partners to ensure supply stability
- Maintain working relationship with the third party logistics warehouse
- Ensure that stocking levels remain adequate to serve market demands
- Coordinate shipments of product for maximum transportation efficiency
- Check quality and grade of inbound product
- Fulfill FSC Chain of Custody requirement
- Reconcile inventory records with actual inventory

**Work Environment:**

SNW is a small, dynamic organization that encourages cross-cutting responsibilities among its staff and collaboration among its initiatives. Within the framework of its mission, SNW employs an entrepreneurial approach to its programmatic focus, work, and employment.

**Candidate Qualifications:**

We are seeking an experienced candidate with excellent interpersonal skills, attention to detail and a foundation of knowledge in wood products and small business management. The successful candidate will possess:

- At least five years experience in the building materials field with expertise in a combination of wood products manufacturing, distribution, and purchasing
- Understanding of market trends around green building and architectural design and insight to the wood products that could serve these markets
- Familiarity with inventory management systems
- Knowledge of standard lumber grading rules and pricing systems
- Experience in typical shipping and freight systems used for wood products
- Commitment to the values and principles inherent within the Sustainable Northwest Wood Distribution Center.

**Compensation:**

Starting annual salary range is \$40,000 - \$45,000 depending on experience.

Plus performance based bonuses and other incentive packages

Excellent benefits, including:

- Complete medical coverage (health, dental & vision) covered by employer
- Retirement plan
- 6 weeks annual PTO (includes vacation, sick, and holidays) accrued monthly from start date

**Anticipated Start Date:**

October 6, 2008

**To Apply:**

Please send cover letter and resume to [rtemple@sustainablenorthwest.org](mailto:rtemple@sustainablenorthwest.org) or mail your application packet to:

Sustainable Northwest  
Attn: WDC Merchandizing Manager  
813 SW Alder Ave, Suite 500  
Portland, OR 97205

**APPLICATION DEADLINE: September 12, 2008**

*Sustainable Northwest is an equal opportunity employer.*