

# Plant Coordinator

Manufacturing Operations | Process Improvement | Inventory & Logistics

Location: Greenville, NC

## Overview

TriEst Ag Group is seeking a Plant Coordinator to support daily operations at our Greenville facility.

This role is ideal for someone with experience in manufacturing, production, industrial operations, logistics, warehouse operations, engineering technology, or process improvement who enjoys solving problems, improving efficiency, supporting employees, and helping drive safe and effective plant operations.

The Plant Coordinator serves as a key member of the operations team and works closely with plant leadership to coordinate inventory, logistics, compliance, training, maintenance activities, and continuous improvement initiatives. This position provides day-to-day leadership and operational support to help ensure work is completed safely, accurately, and efficiently.

## Why Join TriEst?

This is an opportunity to play a meaningful role in plant operations while working closely with leadership to improve processes, support employees, and help drive operational excellence. We're looking for someone who enjoys taking ownership, solving problems, improving how work gets done, and making a positive impact on daily operations. The role offers broad exposure to manufacturing operations, inventory management, logistics, quality, compliance, maintenance coordination, and continuous improvement initiatives.

## Key Responsibilities:

### *Operations & Process Improvement*

- Support daily plant operations while identifying opportunities to improve efficiency, workflow, inventory accuracy, and overall operational performance.
- Assist with production planning, operational goals, process improvements, and implementation of best practices across the facility.
- Support Management of Change (MOC) activities and help maintain operational consistency throughout the plant.

### *Inventory, Asset Tracking & Logistics*

- Coordinate inventory management, package tracking, barcode scanning, product transfers, and asset tracking activities.
- Support shipping, receiving, staging, storage, loading, unloading, and movement of materials including tanks, railcars, ISO containers, and tankers.
- Lead inventory counts, maintain operational records, and prepare reports related to plant activities and inventory management.

### *Quality, Compliance & Training*

- Ensure compliance with company policies, operational procedures, quality standards, safety requirements, and regulatory guidelines.
- Develop, maintain, and support standard operating procedures (SOPs), operational documentation, and employee training programs.
- Apply quality standards, report concerns promptly, and support consistent operational execution throughout the facility.

### *Maintenance, Safety & Facility Support*

- Support preventive maintenance programs, inspections, routine checklists, and equipment monitoring activities.
- Assist with environmental, safety, security, and compliance initiatives, including inspections, reporting, sample collection, and committee participation.
- Manage operational supplies and spare parts while helping maintain safe, compliant, and efficient plant operations.

### **Required Qualifications**

- Associate's or Bachelor's degree in Engineering Technology, Industrial Technology, Operations Management, Agriculture, Manufacturing, or a related field (preferred)
- Previous supervisory, team lead, or experience coordinating or leading activities within a manufacturing or industrial facility
- Experience in manufacturing, production, warehouse, logistics, industrial operations, or a related environment
- Strong organizational and problem-solving skills
- Ability to manage multiple priorities in a fast-paced operational setting
- Strong communication skills and the ability to work effectively across departments
- Experience working with inventory, logistics, operations, quality, maintenance, or process improvement activities
- Ability to obtain forklift certification and safely operate equipment as required

### **Preferred Qualifications**

- Experience coordinating or leading activities within a manufacturing or industrial facility
- Experience with inventory control, shipping and receiving, warehouse operations, or asset tracking systems
- Experience developing procedures, training employees, or supporting operational improvements
- Experience working in regulated manufacturing, chemical, agricultural, industrial, or production environments

**Benefits:**

- Competitive pay
- 401(k) matching
- Yearly bonus
- Dental insurance
- Health insurance
- Vision insurance
- Short Term Disability
- Long Term Disability
- Life insurance
- Paid time off
- Parental leave
- Flexible spending account
- Health savings account

TriEst Ag Group, Inc. is committed to providing equal employment opportunities without regard to race, color, religion, national origin, marital status, political affiliation, age, disability, veteran status, or sexual orientation, in accordance with federal, state and local law.

The logo for TriEst Ag Group features a stylized 'T' composed of two yellow triangles pointing downwards. Below this symbol, the word 'TriEst' is written in a large, bold, light green sans-serif font, with a 'TM' trademark symbol to its upper right. Underneath 'TriEst', the words 'Ag Group' are written in the same light green font, with 'Ag' and 'Group' separated by a space.

**TriEst<sup>TM</sup>**  
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