

**Business Operations Coordinator**

**Location:** Grand Forks Corporate Office (On-site)

**Job Type:** Full-Time

**Reports To:** General Manager



Are you a detail-oriented professional with a passion for supporting plant operations? APGI is seeking a **Business Operations Coordinator** to oversee order entry for potato shipments, packaging inventory management, food safety oversight, and payroll processing for our three locations. Join a team dedicated to providing an essential food supply to consumers across North America.

**Key Responsibilities**

- Product Order Entry
- Packaging Inventory Management
- Manage Food Safety Program
- Accounting Support / Backup

**Qualifications**

- Bachelor's Degree in accounting or equivalent experience preferred.
- Experience in inventory management, operations, agriculture, or office administration considered a plus.
- Exceptional organizational and problem-solving skills.
- Effective communicator with a welcoming, professional demeanor.
- Meticulous attention to detail and ability to manage multiple priorities efficiently.

**Work Hours**

- Monday through Friday, 8:00 am – 5:00 pm.

**Why Join Us?**

- Competitive salary and benefits package, including paid vacation, paid sick leave, 401(k), dental and medical benefits.
- Fast-paced, collaborative, and supportive work environment with an engaged leadership team.
- Opportunity to grow with one of North Dakota's leading potato cooperatives.

Interested candidates can send a resume to [hr@apgspud.com](mailto:hr@apgspud.com).