

JOB TITLE: Inventory Specialist

Reports to: Store Manager

Classification: Non-Exempt

Job Summary:

The Inventory Specialist is responsible for ensuring the accuracy of inventory on hand at their assigned location.

Essential Functions:

1. Function as the location's primary inventory expert to review all movement of inventory in/out of the location and assure the accuracy of inventory levels
2. Analyze store level shrink data to identify and track problem areas and trend, and improve overall loss prevention awareness throughout the location
3. Identify procedural deficiencies and advise the Store Manager on policy or procedure issues, violations and opportunities
4. Obtain inventory lists on a regular basis and physically check accuracy of counts on identified items throughout all departments
5. Research and document reasons for any inventory variances, track and report all major discrepancies to location management and the Purchasing organization
6. Obtain negative count lists and reconcile discrepancies as needed to reflect actual product availability on all counts
7. Maintain and review out of stocks to identify opportunities to improve in-stock position by working with location management and the Purchasing organization
8. Receive all direct shipments to the location assuring accurate processing of all receipts into the location
9. Review product condition for issues (damage, expiration dates, discrepancies) on items brought into the location
10. Process all inventory adjustments to the location inventory including buy-backs, count corrections, expired product, etc.
11. Verify, confirm, and post location to location transfers- (Pending)
12. Complete on-going cycle counts and participate as key contributor with annual physical inventory

Requirements:

- Advanced understanding of retail operations with 2+ years of retail experience preferred
- Knowledge of Farm & Home products and merchandise across all categories
- Knowledge of inventory management and point of sale (POS) systems preferred
- Ability to learn how to use the company's ERP system (as needed)
- Knowledge of applications such as Microsoft Word, Excel, and PowerPoint
- Exceptional communication and interpersonal skills
- Attention to detail
- Ability to work with groups of individuals as well as independently
- Contribute to a positive working environment
- Ability to operate computers and other commonly used retail equipment
- Ability to stand and work on feet for extended periods of time

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move items up to 50

pounds occasionally engaging in assisted lifting over 50 pounds, specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Other Duties:

Please note that this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. Duties, responsibilities, and activities may change at any time. Additionally, in a store environment, this position may be directed to assist with other duties as required at the time (price changes, remodels, ad changes, etc.) in service of customers.