

Position Description

Position Title: Inventory Specialist

Position Summary

The position will be responsible for receiving all merchandise, entering product information in the database, and distributing the merchandise to all retail locations. A strong attention to detail will be necessary to ensure completeness and accuracy of inventory processes. The position will also require collaboration with team members in different departments, including Purchasing, Finance, and Sales.

Key Responsibilities (note: the list below is a partial list of all tasks)

Accuracy & Completeness

- Check in all product shipments
- Maintain an accurate accounting of current inventory
- Validate transfer orders and all purchasing entries in the inventory systems
- Plan and execute company-wide physical inventories (usually 2x per year)
- Using an established stocking system, ensure all locations are stocked
- Tag all products and verify prices to maintain established margin guidelines

Communication

- Coordinate with Finance and Purchasing for pricing and invoicing
- Communicate to sales staff the status of product check-in and other inventory movements
- Provide regular reports on inventory levels, turns, and other key metrics

Organization

- Maintain organization of warehouse and physical product
- Organization and maintenance of product information in database

Qualifications

- Passionate about the sport of running
- Experience in inventory management (2 years or more preferred)
- Proficient with computers, networks, and Office products (especially Excel)
- Experience in a retailer or specialty store environment is a plus
- Experience in athletic footwear and clothing is a plus
- Must be willing to work Monday – Friday with an emphasis on the busy shipping and receiving days

Skills and Abilities

- Strong attention to detail
- Good with numbers, math, and accounting practices
- Communication and presentation skills
- Strong relationship building skills