



JOB POSTING

Retail Inventory Control Specialist

Reports to: Store Manager **Department:** Retail Store

FLSA Status: Exempt **Full-time**

JOB SUMMARY: The Retail Inventory Control Specialist works with Store Manager to control margins and inventory, completes orders, and establishes vendor/supplier relationships related to products sold in the True Value Retail Store.

DUTIES & RESPONSIBILITIES: Maintain acceptable inventory levels, keep accurate records, analyze data and utilize best judgement to maintain acceptable margins, and report weekly inventory and margin status to management.

Specifically,

- Establish and maintain a database of third-party vendors.
- Evaluate vendors to consider price, quality, availability, reliability and support, credit or returns.
- Negotiate with vendors for best price and terms.
- Establish and maintain a system for ordering from third-party vendors.
- Control third-party vendor orders from staff, including creation of purchase orders, maintenance of proper inventory levels and appropriate margin.
- Collect, analyze and summarize inventory data to present to management/owners.
- Run True Value Retail Selected Order (RSO), review, and enter into computer, two times per week.
- Responsible for all functions of SKU maintenance, including creation of proper SKUs for new merchandise, deletion of obsolete SKUs from system, assurance of sales history through RCINs and updating all system price changes.
- Order Advisor Books for all True Value sales flyers.
- Maintain awareness of product information, merchandise promotions and advertisements.
- Assist with creation of advertising materials and content.
- Forecast inventory needs for changing seasons.
- Direct maintenance of inventory levels.
- Adhere to all company policies, procedures and practices.
- Days and hours of work vary; evening and weekend work will be required as schedule demands, including one closing per week and every other weekend on duty. Occasional hours over 40 per week may be required.
- Work to foster and maintain positive working relationships with local contractors, municipalities and other businesses to expand sales and develop business.
- Performs all other duties as assigned.
- Regular attendance is an essential function of this position.

EDUCATION & EXPERIENCE and SKILLS & QUALIFICATIONS:

1. High school diploma or equivalent.
2. Minimum of 3 years of previous retail store purchasing experience.
3. Prior experience in all functions of Eagle Browser, preferred.
4. Proven ability to keep accurate records, maintain relevant data, present information to division management.
5. Possess excellent written, verbal and interpersonal communication skills.
6. Strong analytical skills.
7. Proficient computer skills including Microsoft Excel, Outlook and Word.
8. Ability to meet deadlines to accomplish assigned duties and responsibilities.
9. Ability to stay organized with attention to detail while working efficiently.
10. Ability to travel to True Value Shows, as needed
11. Ability to work as part of a team and maintain positive working relationships.
12. Ability to conduct oneself in an ethical manner, with integrity to be honest; to be accountable and take responsibility for scheduled work times; and to be dedicated to the job with a strong work ethic and positive attitude.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO BE CONSIDERED FOR THIS ROLE, PLEASE COMPLETE A JOB BID FORM AND RETURN TO HR