RETAIL INVENTORY MANAGER

Job Description:

A **Retail Inventory Manager** has a number of responsibilities, many of which require daily monitoring and evaluation. As detailed in the following job description, the obligations of an inventory manager range from specific inventory duties to more managerial tasks. An inventory manager is in charge of inventory in a warehouse or similar facility.  A retail inventory managers lead a team of inventory or warehouse workers to receive and record new stock as it comes in and move stock onto trucks or shelves as needed. In addition, inventory managers are responsible for interviewing and hiring employees, creating schedules, monitoring stock levels at the warehouse and knowing when to replenish stock. Inventory managers are focused on time, making sure every item of stock gets to its destination on time and that there are no shortages on shelves.

Job Responsibilities:

* Oversees team of inventory or warehouse employees.
* Manages inventory tracking system to record deliveries, shipments and stock levels.
* Evaluates deliveries, shipments and product levels to improve inventory control procedures.
* Analyzes daily product and supply levels to anticipate inventory problems and shortages.
* Manages schedules of employees, deliveries and shipments to optimize operations.
* Communicates with inventory employees to meet business goals and address personnel issues.
* Develops business relationships with suppliers and clients.
* Proposes strategies to reduce costs and improve procedures of supply chain logistics.
* Monitors demand and analyzes data to anticipate future supply and logistical needs.
* Reports on inventory levels, supply chain progress, procedural efficiency and personnel issues to upper management.
* Manages the recruitment and training of new inventory employees.
* Contributes to team effort by accomplishing related results as needed.
* Devise ways to optimize inventory control procedures
* Inspect the levels of business supplies and raw material to identify shortages
* Ensure product stock is adequate for all distribution channels and can cover direct demand from customers
* Record daily deliveries and shipments to reconcile inventory
* Use software to monitor demand and document characteristics of inventory
* Place orders to replenish stock avoiding insufficiencies or excessive surplus
* Analyze data to anticipate future needs
* Evaluate suppliers to achieve cost-effective deals and maintain trust relationships
* Collaborate with warehouse employees and other staff to ensure business goals are met
* Report to upper management on stock levels, issues etc

Job Qualifications:

* Bachelors in business, logistics, systems engineering, supply chain management or related field required
* Masters degree in business, logistics, systems engineering, supply chain management or related field required
* Experience as a stock person
* Experience conducting tracking and data analysis

Opportunities as a stock person are available for applicants without experience in which more than one bar stock person is needed in an area such that an experienced stock person will be present to mentor.

Job Skills Required:

* Knowledge of modern management techniques and best practices
* Ability to meet sales targets and production goals
* Familiarity with industry’s rules and regulations
* Excellent organizational skills
* Excellent customer service skills
* Results driven and customer focused
* Leadership and human resources management skills
* Ability to resolve personnel issues
* Good communication skills
* Team Player
* Computer database and productivity software skills required
* Proven history of successfully training employees in a variety of departments
* Strong understanding of sales and customer service techniques
* Excellent customer service skills
* Calm demeanor and not easily irritated or angered
* Outstanding communication and interpersonal skills
* Ability to not take customer issues personally
* Basic understanding of human psychology
* Good listening skills
* Physical endurance to stand on feet for entire shift
* Cultural competence and ethnic sensitivity
* Demonstrated ability to maintain and work within a budget
* Exceptional leadership and time, task, and resource management skills.
* Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
* Proficiency with computers, especially MS Office.
* Ability to plan for and keep track of multiple projects and deadlines.
* Familiarity with budget planning and enforcement, human resources, and customer service procedures.
* Willingness to continue building skills through education opportunities