

<b>POSITION TITLE:</b>	Receiving and Inventory Specialist
<b>DEPARTMENT:</b>	Store Location
<b>REPORTS TO:</b>	Retail Store Manager

<b>OVERALL RESPONSIBILITY:</b>	Manage and maintain an accurate inventory from the point of receiving through the point of sale within the assigned store location.
<b>KEY TASKS AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Receive all store merchandise and confirm that it agrees with packing slip and purchase orders.</li> <li>• Review all invoices to ensure that the billing is correct; work with vendors for corrections.</li> <li>• Properly code and price all merchandise before it is displayed.</li> <li>• Monitor ordering by store personnel and vendors through the purchase order process to prevent overstock and out-of-stock items.</li> <li>• Maintain Co-op defined inventory record accuracy levels.</li> <li>• Reconcile negative-on-hand report daily and communicate issues to appropriate personnel.</li> <li>• Administer a feed and mineral cycle count no less than once per month.</li> <li>• Administer other cycle counts as required.</li> <li>• Enter reconciliation transactions to correct inventory.</li> <li>• Ensure that stock transfer tickets are correct and handled according to Co-op procedures.</li> <li>• Assist in educating current and new employees regarding inventory control processes.</li> <li>• Other duties as assigned.</li> </ul>
<b>SKILLS AND ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Team oriented</li> <li>• Strong computer and math skills</li> <li>• Excellent verbal and written communication skills</li> <li>• Must be able to work with limited supervision</li> </ul>
<b>EXPERIENCE REQUIREMENT:</b>	<ul style="list-style-type: none"> <li>• Inventory and/or data base experience</li> <li>• Ability to lift up to 50 lbs.</li> </ul>