

Inventory Control Associate

Company Description

Multi-faceted, Black-owned and woman-owned fast-growing small business enterprise, consisting of several subsidiaries that operate from its Oakland City/Atlanta headquarters. The company is involved in (but is not limited to) acquiring, renovating, and managing various types of real estate properties; renting both indoor and outdoor residential and event spaces; the operation of an on-site retail space; running a Bed and Breakfast; and showcasing various community and social events, including those designed for charitable donation and the distribution of goods and services to the needy.

Job Overview

The Inventory Control Associate is responsible for all inventory (including supplies, materials, fixtures, equipment, product, merchandise, etc.) received in and stored at the warehouse facility: tracking and managing of incoming and outgoing orders, signing off on shipments received, and counting, tracking, and maintaining merchandise inventory through our in-store and e-commerce online furniture and home accessories boutique. The Inventory Control Associate will report to the Retail Store Supervisor.

Responsibilities

- Receive in, count, update and maintain the records of incoming inventory and other stock
- Stock, catalog, distribute merchandise, supplies, and various company-owned inventory
- Report/reconcile discrepancies between physical counts and computer records
- Order inventory from vendors and suppliers and secure shipment arrival times
- Track and report discrepancies in inventory that may indicate theft
- Pack, process, and ship, deliver locally, or prepare for pick up sold orders
- Maintain inventory records and share with management
- Other tasks as assigned

Qualifications:

- Undergrad Degree or HS diploma with extensive retail work history
- 2+ years' experience at a small-medium sized furniture/home goods store
- Ability to use inventory computer programs to update counts and compile reports
- Mathematical and analytical skills
- Strong verbal and written communication skills; critical thinking and problem-solving skills
- Detail-oriented
- Strong organizational skills
- Above average physical strength, stamina, and dexterity
- Must maintain valid state driver's license and good driving record

Compensation and Benefits

- Salary range: Starting at \$20.00 per hour (plus bonus potential and CEO Perks)
- Start date: Immediate
- Some weekend, night hours required
- In-store work schedule