JOB DESCRIPTION

POSITION: Inventory Analyst

DEPARTMENT: Customer Service

SUPERVISOR: Customer Service Manager

LOCATION: London, Kentucky

SUMMARY:
Utilize location inventories and sales data to efficiently and accurately create orders for customers using the Prescient inventory management system.

ESSENTIAL DUTIES AND RESPONSIBILITIES: All matters listed herein are considered to be essential job functions. There may be other job functions that are essential, but are not listed below.

- Create scheduled orders by established cut off times.
- Maintain all computer files associated with inventory forms, safety stock levels, promotions, customer communication, etc.
- Maintain good communication with co-workers and supervisors in regards to issues.
- Interact with store personnel and/or other departments to ensure timely inventories.
- Interact with customers, company sales reps, drivers, and distribution to assess impacts of special events and promotions on pre-planned orders.
- Be able to understand the business and be able to make analytical decisions where orders are concerned.
- Assist as needed in training new personnel.
- Ability to solve problems and resolve issues in a timely manner.
- Ability to implement change effectively.
- Must be able to work with others. Must show courtesy to co-workers, customers, relatives of employees, and others with whom contact occurs.
- Ability to accept criticism from multiple sources and utilize information to create solutions while maintaining a professional and courteous attitude.
- Must be able to handle multiple tasks effectively.
- Must have exceptional customer service skills in order to establish and maintain effective working relationships with both customers and colleagues.
- Ability to act as a liaison between multiple departments and customers.
- Ability to disseminate information accurately.
- Must follow all safety policies and procedures at all times.
- Performs other related duties as assigned by Manager/Supervisor.

QUALIFICATIONS and/or EDUCATION:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s degree in business preferred, working towards a degree considered.
- Experience in a CPG industry preferred.
- Experience in inventory control/analysis preferred.
- Must have computer skills and be proficient with Microsoft Office.
- Must be organized and detail oriented.
- Must have strong speaking, writing, organizational, and analytical skills.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Must have the ability to solve practical problems and deal with a variety of concrete variable and situations where only limited standardization exists.