

Position Profile:

The purpose of the Inventory Specialist is to manage the receipt, verification and recording of raw materials and products that come into offsite facilities, maintaining a high level of inventory accuracy and integrity. This person will follow up with Purchasing and Accounts Payable on any order or job discrepancies. The Inventory Specialist works within the Syteline ERP system as support for all assigned location inventory activities.

Work Responsibilities:

- Responsible for using ERP system (Syteline) to record receipt of goods for inventory related to off-site facilities, fillers, locations, and monitors levels and product movement between warehouses and vendors, maintaining accurate records of inventory arrivals/departures from different locations.
- Responsible for loading finished goods while communicating inventory levels and product arrival/departures between facilities
- Supports raw material & finished goods inventory coordination; reports on inventory as needed; completes special and scheduled inventory counts; supports all physical inventory activities.
- Works closely with the Purchasing Department to understand job orders and close jobs in a timely manner.

General Responsibilities:

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seeks individual development through taking advantage of opportunities for skill enhancement. Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

Minimum Qualifications

- High School Diploma or equivalent

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel, Word, Outlook

Core Competencies:

- Ability to communicate and interact effectively with managers and co-workers
- Demonstrated ability to function in a fast-paced, ever changing, deadline driven environment
- Ability to complete mathematical calculations to work assignments
- Ability to learn software utilization requirements of the role
- Strong planning and organizational skills
- Ability to process, maintain and protect company confidential/proprietary information

Travel Requirement: Less than 5%

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels.
- Ability to sit for hours at a time, viewing computer monitor on a constant basis. Some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.

*** Note: This job description does not restrict CURiO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*