

Position Profile:

The Inventory Supervisor is responsible for the tracking and recording of inventory as it moves through company systems and processes. This tracking includes ERP management of inventory transactions, discrepancy resolution, system optimization, cycle counting, and participation in physical inventory. The Inventory Supervisor manages the team of inventory clerks.

Work Responsibilities:**Function Management**

- Responsible for the timely and accurate receipt, tracking, and associated inventory transactions for all manufactured, outsourced or returned products.
- Works collaboratively with Inventory Analyst to research and identify root cause(s) related to inventory variances.
- Works cross-functionally to optimize ERP system inventory process flow and accuracy.
- Monitors transaction level detail in ERP system, identifying outliers that could indicate system settings that need attention. Communicates system setting concerns to cross-functional teams and assists in researching potential causation/solutions.
- Follows up to ensure identified opportunities for system optimization are addressed and corrective action taken.
- Continuously monitoring the status of open production jobs, ensures inventory clerk team closes production jobs in a timely and accurate manner across all manufacturing locations.
- Communicates with finance staff on reported inventory variances, serves as the main point of contact for finance-related inventory questions and problem resolution.
- Responsible for response to all cycle count requests and initiates cycle count to resolve inventory discrepancies.
- Lead and participate in all physical inventories and reconciliation processes

Supervisory: Responsible for providing leadership and coordination to the team and ensuring that the team has guidance and direction to meet team goals. Models CURiO Cornerstones and uses cornerstones framework in decision making.

- Participates in the selection of candidates to fill vacant team roles.
- Effectively orient new hires to CURiO culture, structure and specific role and responsibilities, ensuring a positive and productive employee experience.
- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Provide ongoing performance feedback. Identify and work with manager and HR to take appropriate action for non-performance.
- Ensure all CURiO communication is disseminated to the team in a positive and timely manner.
- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records.

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 seek individual development through taking advantage of opportunities for skill enhancement. I 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.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

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

Minimum Qualifications

- Bachelor's Degree or equivalent work experience
- Two years of experience in inventory operations
- Entry level supervisory role

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Word, Outlook
- Intermediate level of proficiency in Microsoft Excel
- Experience working in an enterprise level, database design software (ERP)

Core Competencies:

- Strong individual leadership skills.
- Ability to plan, assign, and/or supervise the work of others.
- Ability to excel working in cross functional teams.
- Must have very strong attention to detail, be well organized, and systematic in working.
- Excellent communication and ability to work in a team environment.
- Excellent initiative and follow-through with the ability to collaboratively problem solve.
- Detail oriented and focused on accuracy, including the interpretation and manipulation of mathematical data.
- Ability to quickly make sense of, combine, and organize information into meaningful patterns.
- Ability to maintain effectiveness in a fast-paced environment where common sense is consistently utilized.
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs.
- Accountable to established deadlines and comfortable working in a high-pressure environment with competing demands.
- Ability to maintain confidentiality with company information.

Preferred Qualifications:

- Experience in inventory operations in a consumer goods environment
- Experience in a manufacturing environment

Travel Requirement: Less than 5%. Depending on location of the role, minor levels of travel using personal vehicle between warehouses and other company locations may be required.

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 25 – 50 pounds.
- While performing the duties of this job, the employee is regularly exposed to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments.

*** 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.*