

**Position Profile:**

The Inventory Manager is responsible for the leadership and execution of all inventory management activities pertaining to valuation, process and control. The position leads the execution of appropriate safety stock levels to help the Company achieve its revenue and profitability objectives. This position will drive the application of best practices, process and concepts to ensure a high level of accuracy in this critical investment in working capital to support the Customer and our Brands. The Inventory Manager manages the inventory team and reports to the Inventory and Planning Director.

**Work Responsibilities:**

## Function Management

- Measure, monitor, analyze and report inventory levels to the Operations and Commercial Teams.
- Serve as the day-to-day point of contact for the Commercial and Sales Team on inventory status
- Support being Connected between the internal teams in Sales, Customer Operations, Planning, Purchasing, Production and Distribution.
- Execute inventory reporting, identifying low and excess stock items, with effective communication to the Operations and Commercial Teams.
- Publish inventory reporting identifying out of stock items and estimates for back in-stock dates with effective communication to the Operations and Commercial Teams.
- Assist in the resolution of issues involving order promising, deviations to planned inventory levels, establishment and utilization of safety stock, and customer delivery difficulties.
- Partner with the Purchasing Team on the execution of targeted inventory strategies for new and existing items as well product line transitions in a cost-effective manner to balance inventory investment and customer fill rate.
- Execute continuous improvement of cost-effective supply chain strategies as we aspire to deliver best in class inventory management and customer service.
- Manage the integration of information between various systems as well as ensure status of inventory remains accurate throughout the product lifecycle.
- Research and recommend strategies and tactics to optimize inventory control procedures to drive minimization of inventory loss by incorporating best supply chain practices
- Monitor fluctuations in product cost from period to period, analyzing the drivers for the variance and reporting out to cross-functional teams and Operations Team.
- Monitor status of open Production Jobs and Purchase Orders, reviewing with team members in Planning, Production and Purchasing daily
- Partner with Production and Purchasing Teams for review of Bill of Materials' accuracy, comparing standard to actual production results, and driving root cause identification and immediate corrective action.
- Review variance to standard costing from Production Jobs and receipt of Purchase Orders with team members in Planning, Production and Purchasing.
- Review and reconcile offsite inventory with Vendor Partners monthly.
- Partner with Finance Team on reconciliation of Vendor Partner Statements of Account monthly.

## Strategy Design &amp; Execution

- Support development and use of Key Performance Indicators (KPI's) to track performance and drive change in underperforming areas.
- Make recommendations to leadership about improvements in inventory life cycle.
- Participate in the development and evaluation of what-if simulations to resolve demand/supply imbalances.

**Staff Management:**

- Effectively manage a multi-locational team under a fast pace and constantly changing circumstances.
- Proactively recruit, screen, and select candidates for current and future resource requirements.

- Ensure each employee has a clear and thorough understanding of their role and responsibilities. Collaborate with human resources to keep job descriptions current for each position.
- Effectively orient new hires to roles and responsibilities, ensuring a positive and productive experience.
- Ensure department structure and budgeted hiring plans are appropriate for performance and productivity levels required.
- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Meet all completion requirements at a high-quality level. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Mentor, guide, and coach direct reports to expand their capabilities and 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:**

- 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.
- Maintain individual skills, keeping up to date with 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 and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend or after-hours work, as approved by your manager.

Performs other work as assigned.

**Minimum Qualifications**

- Education: Bachelor's degree in Supply Chain Management or a related field
- Experience: A minimum of five years of experience in inventory management or a related operations management field.
- Supervisory experience: Two years of experience in leading others in the accomplishment of company and department objectives.

**Computer and/or software qualifications:**

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

**Core Competencies:**

- Strong inventory management experience, both leading and executing
- Strong individual leadership skills.
- Highly collaborative with internal and external stakeholders and partners.
- Ability to lead and participate in cross functional teams.
- Skill in using analytical software tools, data analysis methods, and other computer applications.
- Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- 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 plan, assign, and/or supervise the work of others.

**Preferred Qualifications:**

- Certifications: APICS or IBF Certification
- Experience in inventory management in a consumer goods environment.
- Experience in a manufacturing environment is a plus.

**Travel Requirement:** up to 10%

**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 and using telephone 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
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur