

Position Profile:

The Operations Specialist is responsible for supporting the Purchasing Department, managing international inbound logistics, and maintaining our ERP system's item and vendor data integrity. This role executes the set-up of new products and vendors in the ERP system by working closely with the D&I project team and the Creative Sourcing Specialist. The role maintains system accuracy of all items' order and cost status through cross-functional connectivity on BOMs and regular vendor communications. The Operations Specialist facilitates the routing and delivery of international inbound shipments as well as purchases miscellaneous office and production supplies. The role reports to the Purchasing Director.

Work Responsibilities:

- Work in cooperation with Design & Innovation and Operations Teams to ensure the information needed for and the execution of all new product set-up is complete, accurate, and communicated to the teams.
- Monitor status of open purchase orders to communicate out to Buyers, and others as needed, for greater awareness of coming due or past due orders, especially for new launches.
- Regularly request and review inventory SKU quantities at offsite vendors for system alignment and variance resolution.
- Work with our International shipping brokers to facilitate and track inbound shipment routing, delivery, troubleshooting, and communication of delivery status to Operations Teams as well as external vendors.
- Set-up and regularly maintain the accuracy of SKU's Bill of Materials to ensure consumption of inventory and cost of goods flow accurately through the ERP system.
- Set-up and regularly maintain the accuracy of Vendors in the ERP system.
- Initiate the creation of and route new SKU spec documents.
- Proofread art for accuracy in SKU data.
- Purchase office or warehouse supplies as needed.
- Complete assigned projects as needed that support the Operations Department.
- Assigned projects as needed that support the Operations department, including supporting the review of offsite inventory counts and the Company's Warehouse Sale events.

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 work.

Performs other work as assigned.

Minimum Qualifications:

- Associate degree or equivalent experience.
- Two years' experience in a purchasing or operations coordination or similar role.

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel, Microsoft Word

Core Competencies:

- Must have good time management, multitasking and stress management skills
- 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
- Ability to collaboratively problem solve
- Ability to make good decisions quickly and provide alternate solutions in times of problem
- Critical thinking and problem-solving skills
- High degree of tolerance for uncertainty
- High tolerance for stress.

Travel Requirement: Less than 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