

Position Profile:

The Inventory Lead is responsible for the tracking and recording of inventory as it moves through company systems and processes, ensuring the accuracy of all inventory quantities and locations. This tracking includes data entry of inventory transactions, discrepancy resolution, system optimization, cycle counting, and participation in physical inventory.

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 production jobs are closed 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 cycle count requests and initiates cycle count to resolve inventory discrepancies.
- Supports raw material & finished goods inventory coordination; reports on inventory as needed; completes special and scheduled inventory counts; supports all physical inventory activities.
- Completes any required paperwork, forms, logbooks as part of inventory process.

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: A High School Diploma or equivalent
- Experience: A minimum of two years of experience in inventory operations

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel and Word
- Ability to learn and work within an ERP software system.

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.

Core Competencies:

- Strong individual leadership skills.
- Must have very strong attention to detail, be well organized, and systematic in working.
- Strong math skills - ability to multiply, add, subtract, divide – works with fractions, weight & metrics.
- Strong problem-solving skills
- Ability to quickly adapt to shifting priorities and manage multiple tasks simultaneously.
- Ability to work in a team environment.
- Excellent communication and ability to work in a team environment.
- 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 maintain confidentiality with company information.

Preferred Qualifications:

- Forklift Operator certification

Travel Requirement: Travel Requirement: 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:

- Manufacturing and warehouse with constant walking, standing, bending, stooping, reaching and pulling required. The work environment is frequently in non-conditioned space with moderate noise levels.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.
- Frequent exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures.
- Frequent exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments.
- Periods of stress may occur.

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