**Job Description - Inventory Specialist**

Fleet Feet Sports, Winston-Salem

New Balance Winston-Salem

Full-time position reports to: Business Manager / Store Owner

* Provide inventory and operational support for Fleet Feet Sports and New Balance stores.
* Proactively support our corporate mission and vision.
* Personal ownership of the Fleet Feet Sports and New Balance Winston-Salem brands.
* Demonstrated passion for fitness and creating iconic customer experiences.

Primary Job Responsibilities:

* Primary Inventory receiver. Day to day receiving of incoming shipments. Accuracy, timeliness and consistency are critical.
* Timely processing of customer returns and request/execution of vendor return authorizations.
* Accurate processing of Purchase Orders and Stock Maintenance. Create purchase orders, insure SKU accuracy, track and process backorders.
* Maintenance of Back-Room - develop and maintain processes for effective back-stock management. Organization is a very important attribute of an effective back room.
* Participate with FIT Staff and managers to facilitate the sales process by insuring inventory accessibility (assist FIT Associates on Saturdays and during peak sales periods).
* Flag incoming special orders and notify FIT Staff to contact customers.
* Manage shipping and receiving for e-commerce operations.
* Contact vendors, when necessary, to rectify order and/or shipping errors.
* Price and hang apparel or oversee sales associates once product has been received.
* Conduct weekly cycle counts and quarterly store inventories. Oversee staff assisting with physical inventory process.

Job Requirements:

* Associate Degree in Business, Logistics or Supply Chain Management or related field is desired
* Strong analytical, interpersonal and communication skills
* Proficiency in Microsoft Office suite (Word, Excel, etc).
* Inventory management experience , retail setting is preferred
* Physical Requirements
	+ Able to stand/walk for extended periods of time
	+ Able to reach overhead, bend, squat, kneel, and carry product
	+ Able to perform store maintenance items: sweep, vacuum, empty trash, clean
	+ Able to safely lift boxes up to 70 lbs.
	+ Comfortable in climbing ladders