Stock and Inventory Associate
Job Description

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Title
Stock and Inventory Associate

Reports To
Assistant Manager, Campers Village

Summary
As a Stock and Inventory Associate you will contribute to the profitability of the retail operation by receiving, handling, and helping to manage the inventory of merchandise and supplies in a timely and organized manner.

Competencies
- Organization
- Adaptability / Flexibility
- Attention to Detail
- Communication
- Team Work
- Problem Solving
- Accountability & Dependability

Job Duties
- Check merchandise and supplier deliveries for accuracy, verifying that quantities received match bills of lading, purchase orders, and other documents
- Accurately track and document inventory, including daily accounting and periodic formal inventory audits
- Maintain designated inventory levels and help prevent run-outs
- Maintain ongoing and proactive communication with key partners about new arrivals, order overages and shortages, and delivery delays
- Process external transfers, damaged merchandise, and manufacturer returns
- Decrease store shrinkage by researching inventory discrepancies and reporting suspicious activities to loss prevention specialists
- Ship merchandise and supplies in and out of inventory to internal locations and departments
- Pull items from storage, physically move them, stock shelves, fill displays, and use tracking and communication tools to advise appropriate partners about product placement and new inventory levels
- Organize the stock room or warehouse, and ensure that accurate labeling, logical placement, neat arrangement, and cleanliness are maintained
- Periodically prepare packages for external shipment

Requirements
- High school diploma is preferred
- Prior experience in a retail position
- Strong organization, multi-tasking, versatility, communication, and attention to detail skills
- Positive attitude, a cooperative nature, and self-motivation

Physical Requirements:
Since this position requires the handling of merchandise, supplies and materials, it will be physically demanding. Your physical functions will include:
- Ladder climbing
- Lifting up to 50 pounds without assistance
- Bending, twisting, reaching, pushing, pulling, and performing repetitive motions
- Standing and walking for up to 8 hours in a row
- Moving large quantities of merchandise with carts, dollies, hand trucks, and other moving equipment

Work Conditions
- Indoor retail/stock room setting; must work on feet for long periods of time
- Overtime may be required during busy periods