

Kudler Fine Foods

Job Description

Inventory Manager

Establishes appropriate inventory levels for stores, compiles and maintains records of quantity, type and value of inventory on hand.

Essential Duties

1. Anticipate and plan for daily, weekly, and seasonal inventory needs.
2. Compare inventories to office records or compute figures from records such as sales records or purchase invoices to obtain current inventory.
3. Work in partnership with the purchasing manager and store managers to research and resolve inventory issues.
4. Compile information on receipt or disbursement of material, equipment, merchandise, or supplies, and computes inventory balance, price, and cost.
5. Develop and implement processes for physical inventory verification on a monthly, quarterly and annual basis.
6. Prepare reports such as inventory balance, price lists, and shortages.
7. Prepare list of depleted items and recommends disposal of slow-moving or date-sensitive merchandise.

Required Qualifications and Experience

This position requires 5 years experience in retail inventory, accounting, or operations. Must be proficient with our point-of-sales (POS) system and able to understand and develop reports from the POS system.