



## Inventory Specialist

Miles Market is seeking the services of an Inventory Specialist to compile and maintain records of the quantity and value of its inventory. The successful candidate will be responsible for evaluating all aspects of inventory movement, including sales, re-stocking and accounting for every item in the warehouse and store; providing the information and analysis to enable managers to operate effectively.

### Responsibilities:

- Track and report incoming product, distribution of the product during storage and order filling that depletes the stock using spreadsheets and the inventory system.
- Report product transfers, loss/damages, non-moving items and receiving history.
- Report inventory surplus and product returns.
- Investigate any overages/shortages in comparison to on-hand quantities.
- Investigate high/low margins.
- Compile evaluation reports for the Financial Controller and Miles Managers.
- Auditing of the inventory count to manage the flow of supplies and merchandise.
- Monitor staff performance relevant to entry of product data into the computer system.

### Qualifications:

- A minimum of 5 years experience in a related field i.e. inventory management, stock management or logistics.
- A University Degree or Post Secondary Diploma in an Inventory Control related program preferred.
- Supervisory experience.
- Knowledge of using barcode equipment.
- Superior computer skills, preferably with inventory software and programs.
- Must possess strong calculative and analytical skills.
- Good time management ability in order to meet required deadlines.
- Good verbal and written skills for reporting purposes.

Miles Market is an Equal Opportunity Employer and has a Drug Free Workplace Policy. Pre-employment drug testing will be required.

At least two (2) recent written references are required.

**APPLICATIONS SUBMITTED WITHOUT WRITTEN REFERENCES  
WILL NOT BE CONSIDERED.**

Qualified applicants should apply in writing, enclosing resume, written references and/or certificates of qualifications to:

The Human Resources Administrator  
P.O. Box HM 840, Hamilton HM CX  
e-mail: [dross@thewaterfront.bm](mailto:dross@thewaterfront.bm)  
Closing Date for Applications: June 15th 2012