



SENIOR LOGISTICS OFFICER

Managerial responsibility for a team of approximately 4 staff. This position requires a blend of skills that are specifically focused on the Supply Chain and Inventory management of merchandise for the Company.

Key Responsibilities and Accountabilities:

- Provide accurate details of on hand inventory, inventory in transit, budget and forecast projections respective of bikes, parts and accessories.
- Manage the procurement of stock while minimizing obsolescence; bikes, parts and accessories.
- Create inventory reports on a daily, weekly, monthly basis outlining trends and a detailed analysis of item performance.
- Develop accurate consistent enhancements to the reporting structure which facilitate the efficient annual turnover of inventory.
- Identify heavy, low turn inventory items and maintain communication reports for sales team.
- Perform inventory adjustments (quantity and price variance analysis).
- Perform visual validation of received merchandise to description and package details from original purchase order.
- Input product description information in to current inventory system (Windward).
- Work in tandem with the entire Cycle Care Ltd. Sales, Service teams and maintain a flexible attitude supporting department objectives.
- Maximize the efficient utilization of warehouse space and where possible reduce the storage footprint.
- Reconciliation of actual versus book inventory valuations.

Specific Job Skills:

- 5yrs managerial experience.
- 5 - 10yrs inventory management experience.
- Minimum of 4 year College or University Degree.
- Motorcycle, automotive or mechanical experiences a plus.
- Superior oral, written communication and customer service skills; demonstrated ability to organize vast amounts of data; ability to multi task several priorities and posses solid time management skills.
- Strong problem solving ability with prioritization and attention to detail.
- Capable of working the entire MS office suite, especially excel and Windward reporting experience a plus.
- Good literacy and mathematical skill..
- Dependable, honest and enthusiastic.
- Excellent team player.
- Valid license.

Salary will commensurate with qualifications and experience.

To apply, please e-mail your resume with references to:
hr@cyclecare.bm

CLOSING DATE FOR APPLICATION IS
OCTOBER 30, 2012

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