DECOUTO'S CYCLE CARE

OUR NAME SAYS IT, **OUR SERVICE PROVES IT**

INVENTORY CONTROL SPECIALIST

This position requires a blend of skills and experience that are specifically focused on the inventory management of merchandise items within our warehouse. This position will be integral component of the Cycle Care team by providing accurate details of on-hand inventory, inventory in-transit, and forecast with budgeted sales projections. The successful candidate will possess a proven track record of successful inventory control management in a fast-pace and growing environment.

Essential Duties and Responsibilities:

- Create inventory reports on daily, weekly, or monthly basis and perform detailed analysis of item performance
- Develop accurate, consistent, and enhancements to the inventory reporting structure.
- Identify 'heavy' and '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 current inventory and internet systems
- Work in tandem with the entire Cycle Care Sales and Service teams and maintain flexible attitude supporting department objectives
- Maintenance and accountability for high levels of customer service (internal and external)
- Perform in a manner consistent with company Vision, Mission Statement and Operating Standards

The successful candidate should possess the following qualifications:

- The candidate must have an Associate Degree(minimum) or equivalent and 3+ years of successful Inventory Control experience
- Possess strong verbal and written communication skills; demonstrated ability to organize vast amounts of data; demonstrate ability to multi-task several priorities and possess solid time management skills
- Strong problem solving ability with prioritization and attention to detail
- Capable of working the entire MS Office suite, especially Excel. Windward reporting system experience is a plus
- Dependable, punctual, and team oriented

Salary will commensurate with qualifications and experience.
To apply, please email your resume with references to:
hr@cyclecare.bm or Fax: 292-2795

CLOSING DATE FOR APPLICATION IS
AUGUST 18, 2011

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