



**WE ARE HIRING!**  
Be part of an Employee Owned Company

# **INVENTORY COORDINATOR**

**Duties include, but are not limited to**

- Perform inventory daily, monthly, and annual counts
- Maintain inventory integrity and SKU information
- Process storewide Ace orders
- Communicate with department heads regarding inventory counts

**Job requirements include, but are not limited to**

- Willingness to learn
- Computer skills in windows and excel
- Assertiveness
- Self-Motivating
- Ability to stay highly organized
- Attention to detail
- Ability to multi-task
- Knowledge of Epicor POS and Eagle system a plus
- Ability to work flexible hours including weekends
- Ability to stand for long periods of time
- Ability to lift up to 50lbs

Candidates should be able to work in a fast-paced environment and enjoy being part of a team.

Benefits include medical, dental, vision, vacation and sick pay, significant store discount and participation in Employee Stock Ownership Program (ESOP)