

Job Title: Inventory Specialist

Reports to: Shop Manager

Job Summary

The Inventory Specialist analyzes and reconciles monthly, as well as, ad-hoc cycle counts onboard assigned vessel. Additionally, prepares reporting detailing cycle count variances, reasons for the variances, as well as areas of opportunities. Partners with other departments to ensure full compliance of documented processes / timelines.

Duties and Responsibilities

- Conduct cycle counts, SKU checks and inventory preparation.
- Reconcile ships cycle counts completely and accurately.
- Prepares and distributes cycle count results, including insights and detail analysis into possible causes of variance.
- Processes inventory adjustments, MOS, and damages.
- Validates shipboard discrepancies as it pertains to inventory.
- Participates and presents issues, when needed.
- Leads consignment vendor reconciliations and identifying discrepancies .
- Ensures items are correctly priced and assist with keeping the shop layout attractive and tidy, in line with the direction of the Shop manager and Heinemann guidelines.
- Monitors stock levels and properly replenishes, in a timely manner.
- Responsible for stock control and inventory management, including receiving and storing the delivery of large amounts of stock, with an emphasis on asset protection.
- Is accountable for ensuring that there is an optimal supply of products and recommend additional inventory when necessary; especially of products that have been identified as "best sellers".
- Regularly checks that products are within their sell-by date and respects the FIFO products life-cycle (for perishable selling goods).
- Reports discrepancies and problems to the supervisor.
- Keeps the lockers organized and in compliance with vessel safety guidelines.
- Maintains responsibility for the organization of all storage areas, as it relates to organization.
- Prepares to multitask and take on additional duties as needed (including vessel safety duties).

Required Skills and Experience

- Fluent in English, oral and written. Ability to speak multiple languages preferred, but not required.
- High School graduation certificate.
- At least 2 years' experience in the Inventory Specialist position in a fast pace retail environment.
- Previous shipboard retail experience highly preferred.
- Strong customer service, communication and negotiation skills.
- Knowledge of products and inventory techniques.
- Ability to stand for extended periods of time and move boxes weighing up to 50lbs.
- Proficiency with Microsoft Office.