

**JOB TITLE:** Inventory Control Manager/Inventory Specialist

**REPORTS TO:** General Manager or Assistant General Manager

**SUMMARY:**

The inventory control manager is responsible for maximizing the profitability and optimizing inventory turns related to pet supply inventory. In smaller fish departments, stores may hire an Inventory Specialist whose job responsibilities are 50% related to inventory and 50% sales goals.

**DUTIES AND RESPONSIBILITIES:**

- Use the Point of Sales system for accurate inventory control, ordering store use merchandise, Live inventory and managing out of stocks.
- Maintain proper inventory valuations throughout the store.
- Process orders quickly and accurately. Report shortages and damages in a timely manner.
- Keep all merchandise neat, clean, priced and fronted.
- Effectively sign and display kits, end caps, stack outs, valences and specials.
- Timely follow up on vendor credits, coupons, rebates and customer returns.
- Maintain accurate records for invoices, vendors and catalogs.
- Keep stock room neat and organized.
- Implement Petland in-store marketing campaigns.
- Assist in monitoring high sellers and non-sellers and making inventory adjustments.
- Maintain planograms
- Performs other related duties as assigned by management.

**SUPERVISORY RESPONSIBILITIES:**

- This position has no supervisory responsibilities.

**QUALIFICATIONS:**

- High school diploma or general education degree (GED) required.
- Associate's Degree (AA) or equivalent from a two-year college or technical school, or six months to one year related experience and/or training, or equivalent combination of education and experience preferred.
- Computer skills required: POS experience preferred
- Other skills required: Math skills required. Prior inventory skills preferred.

**COMPETENCIES:**

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Continually required to stand
- Continually required to walk
- Continually required to utilize hand and finger dexterity
- Continually required to climb, balance, bend, stoop, kneel or crawl
- Occasionally required to talk or hear
- Occasionally work in high, precarious places
- Occasionally exposure to outside weather conditions
- While performing the duties of this job, the noise level in the work environment is usually moderate
- The employee must frequently lift and/or move up to 25 pounds
- Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and*

*responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*