

RED LAKE HOME HARDWARE HARDLINES INVENTORY MANAGER FULL-TIME

STORE HOURS: **7:00AM to 5:30PM Monday – Friday**

8:00AM to 5:00PM Saturday

JOB DESCRIPTION:

The Inventory Manager is responsible for maintaining accurate inventory records.

The Inventory Manager performs all assigned tasks with sufficient speed and accuracy to support store efficiency and a high level of customer service.

DUTIES / RESPONSIBILITIES:

- Act as an internal inventory auditor with sole responsibility for performing and maintaining cycle counts.
- Alter inventory quantity as necessary to obtain proper inventory level/counts.
- Lead for yearly inventory count.
- Review discontinued item reports. Review previous sales history of these items to see if discounting and clearing of the item is appropriate or if a replacement item is necessary.
- Review negative on hand reports. Spot check the items in question and make necessary adjustments to inventory count.
- Review layaway and on-hold reports. Make necessary calls to customers or return products to regular inventory as necessary.
- Be on the lookout for shop theft. Suggest changes when necessary to curb potential shop theft problems relating to the location of select inventory.
- Bring real or anticipated operating problems promptly to the attention of management.
- Make suggestions for rule or policy changes when such changes would improve sales, profits, efficiency, morale, and / or operations in general.
- Set a good example by always following company policies and procedures.
- Work on special projects assigned by the Store Manager after determining priority relative to your other responsibilities.
- Receive and price merchandise.
- Unload incoming trucks as required.
- Ensure that all safety precautions are taken when loading and unloading trucks.
- Prevent loss and damage to merchandise in the receiving area.
- Keep any losses through error and / or theft to a minimum.
- Create periodic reports on stock levels for the Store Manager.
- Work on additional duties and assignments as assigned by management.
- Work in a safe manner in accordance with provincial and federal safety legislation. Report any potential hazards and unsafe behavior to management in order to have the situation corrected.

QUALIFICATIONS:

- High School graduation or equivalent.

- 1 - 2 years of retail experience is a must. Only those with retail experience will be considered for the position.
- Ability to work a flexible schedule including weekends, and evenings.
- Ability to work co-operatively in a team environment.
- Possess a logical thought process.
- Excellent communication skills.
- Excellent mathematical skills.
- Available to work every other Saturday
- Good understanding of Home Hardware's policies and procedures.
- Wages will be determined by experience
- Bilingualism is considered an asset

WORKING RELATIONSHIPS:

- Reports directly to the Store Manager

INTERESTED APPLICANTS, PLEASE SUBMIT YOUR RESUME TO:

Caitlin Saarela

careers.redlakehomehardware@gmail.com

Phone: 807.727.2247

Red Lake Home Hardware Building Centre

239 Howey St, Red Lake, ON

Deadline: until filled