

# Inventory Assistant

## Job Summary

The Inventory Assistant checks in daily UPS and FedEx shipments and then verifies quantities and sizes against the paperwork. The Inventory Assistant reports directly to the Inventory Supervisor.

## Abilities Required

- ★ Be able to lift up to 50lbs.
- ★ Clear handwriting skills.
- ★ Basic math skills and ability to count and retain numerical information.
- ★ Read & understand English.
- ★ Ability to multitask.
- ★ Be familiar with industry language and terminology.
- ★ Be comfortable on your feet for the duration of your shift.
- ★ Attention to detail and a commitment to excellence.
- ★ Strong communication skills with co-workers and clients via verbal, written, and digital communication.
- ★ Strong computer skills; proficient with MS Word, MS Excel, Gmail Suite, & Web based apps.
- ★ A positive and energetic attitude geared towards success and knowledge.

## Specific Responsibilities

- ★ Locate garments, verify contents against the IHWO (In House Work Order).
- ★ Verify that the sizes, colors, quantities, and styles against what the client ordered, and document and notify the management of any shortages and/or overages.
- ★ Utilize NOMOS and other client software portals to report order information.
- ★ Re-box each order and use the ID tags to neatly identify the contents of the box, and move boxes to the proper locations.
- ★ Keep your work area clean and organized.
- ★ Track info on ScoreCards.

## Key Performance Indicators

- ★ Consistently showing up for work on time and putting in extra time when required.
- ★ Maintain 99% accuracy in counting of garments.
- ★ Meeting and exceeding goal of 24-48 hours check in policy. (It will not take more than 24-48 hours to check in garments after they arrive from the carrier).
- ★ Consistently meet client deadlines and ensure orders get staged with 100% accuracy.
- ★ Hitting and maintaining mutually agreed upon daily, weekly, and monthly production metrics.