**JOB DESCRIPTION**

**Inventory Control Associate**

**Summary**

The Inventory Control Associate is responsible for maintaining accurate inventory records and reports to the Store Manager, or assistant Store Manager as appropriate. The Inventory Associate performs all assigned tasks with sufficient speed and accuracy to avoid adverse impact on the level of service to customers.

**Job Responsibilities**

**PRIORITY A**

* Acts as an internal inventory auditor with sole responsibility for performing and maintaining cycle counts.
* Reviews negative on hand report. Spot checks the items in question and makes necessary adjustments to inventory count.
* Reviews reserve order and special order sku reports. Make necessary calls to customers or returns products to regular inventory as necessary.
* Actively counts holes on a weekly basis for entire retail floor.
* Carry out red/green tag program for Department Heads to act on across entire retail floor.

**PRIORITY B**

* Alters inventory quantity as necessary to obtain proper inventory level/counts.
* Reviews discontinued item report. Reviews previous sales history of these items to see if discounting and clearing of the item is appropriate or if a replacement item is necessary.
* Be on the lookout for shop-theft. Suggest changes when necessary to curb potential shop theft relating to 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.

**PRIORITY C**

* Work on special project(s) assigned by the store manager or assistant manager after determining priority relative to your other responsibilities.
* Unload incoming trucks as required.
* Ensure that correct freight handling equipment is used to load and unload trucks.
* Ensure that all safety precautions are taken when loading and unloading trucks.
* Prevent loss and damage to merchandise in the receiving area.
* Keep losses through error and / or theft to a minimum.
* Make periodic reports on stock levels to store manager or assistant manager.
* Work on additional duties and assignments as assigned by management.
* Work in a safe manner in accordance to provincial and federal safety legislation, as well as use of good common sense. Report any potential hazards and unsafe behavior to management to have the situation corrected.

**Core Competencies**

* Possess a logical thought process.
* Strong attention to detail and process.
* Ability to work co-operatively in team atmosphere.
* Ability to work a flexible schedule including weekends, evenings, and holidays.
* Excellent communication skills.
* High school graduation or equivalent.
* Excellent mathematical skills.
* 1-2 years of prior retail experience beneficial.
* Good understanding of Home Hardware’s policies and procedures.

This position reports to the **Store Manager.**

*\*\*We are committed to a diverse and inclusive workplace for all. If you are contacted for a job opportunity, please advise us of any accommodations needed to ensure fair and equitable access throughout the recruitment and selection process.\*\**