

**POSITION:** Inventory Assistant

The Inventory Assistant is responsible for the logistics behind processing inventory and ordering and receiving. This is a part-time position of 20 hours per week.

**ESSENTIAL FUNCTIONS:**

- Inventory item maintenance
  - Create new inventory item templates and upload into ERP system
  - Ensure correct inventory item categorization and upload updates and corrections
  - Upload seasonal inventory item cost updates
- Inventory purchase orders
  - Upload approved inventory POs into the ERP system and send to the product manufacturers
  - Review PO proformas to ensure accuracy and completeness
- Reviewing and reconciling inventory
  - Receive inventory into ERP system
  - Reconcile differences with 3PL warehouse
  - Reconcile shipping documents with product manufacturers
  - Investigate discrepancies and raise any issues to manager
- Logistics tracking
  - Coordinate and track inventory shipments with multiple Asian and European factories
  - Maintain customer profile with shipping carriers and freight forwarders
- Assist in the warehouse when needed
  - Fulfill customer web orders
  - Receive inventory and stock shelves
  - Prepare shipments for pick-up
  - Perform cycle counts
- Perform ad hoc projects and tasks

**EXPERIENCE, SKILLS & KNOWLEDGE:**

- High school diploma or equivalent
- Intermediate skill level with Microsoft Excel
- Minimum two years of inventory transaction experience
- Strong attention to detail
- Experience with business-wide ERP systems
- Strong ability to communicate effectively, both written and verbal, with cross-functional groups
- Strong organization skills and ability to multi-task
- Must be able to lift up to 40 pounds

**TO APPLY**

Please email your resume to [careers@buffusa.com](mailto:careers@buffusa.com)