

Inventory Manager

Operations



Summary

We are looking for someone to source and plan products and manage all inventory used on organization jobs.

Details

- Organizing Heros work closely with Clients, Team Champions, Virtual Assistant, and the Owner.
 - Hours: 5-10 hours per week. Flexible hours. Hours are not guaranteed.
 - Status: Part-time employee position. (non-exempt)
 - Compensation: \$15 per hour, based on experience. Commute time is included.
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Key Responsibilities and Duties

- Oversees procurement of organizing products for organizing business: including supply chain restrictions, return windows, and solutions.
 - Review consults, photos, and purchase lists to create inventory spreadsheet with quantities and types of products for specific jobs.
 - Creates informative videos for team members to explain product selections and their placement
 - Sources products for organizing jobs that match client's aesthetics, occasionally creating mood boards for selections.
 - Determines product estimates for clients' spaces
 - Communicates with clients on any issues regarding products and updated status of spaces
 - Uses inventory managements system to manage outgoing and return products, and to keep stock counts accurate
 - Pull & stage products for upcoming jobs
 - Troubleshoots with team to rectify discrepancies in product billing
 - Keep track of pricing adjustments to stock products and updates inventory sheet template accordingly
 - Pickup and return products to The Container Store, Target, Menards, Lowes, and Amazon, etc.
 - Answers slack questions from team about products
 - Unpack and break down boxes and shipments delivered.
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Administrative

- Enter time and expenses into tracking app daily
- Maintain company scheduling program with availability
- Review schedule daily for upcoming assigned projects
- Weekly meeting with Organizing Team
- Revise training materials and checklists as systems change

Requirements

- Understanding of basic organizing steps & techniques
- Ability to work closely with a team
- Tech skills (smart phone, cloud based systems, etc.)
- Ability to lift 40 pounds and climb stairs
- Reliable form of transportation with a good driving record
- Excellent:
 - Organizational skills
 - Attention to detail
 - Communication
 - Logistical Skills for efficiency
 - Flexibility and the ability to shift gears easily
- Embody our company values on and off the job.
 - Transparency
 - Personable
 - Professional
 - Attentive
 - Enthusiastic
 - Receptive

Schedule

- Part-time schedule
- Hours are not guaranteed, but dependent on how much work we have.
- Attend team meetings, team trainings, and individual quarterly reviews.

Employee Name: _____

Employee Signature: _____

Date: _____

Inventory Manager

Position Onboarding & Training Plan



Step	Topic	Outline
1	Interview Stage	1:1 interview, Team Interview, Test Day, & Offer Letter
2	Initial Setup	New Hire Paperwork, Create accounts, Shirts, Headshot, & meet the team
3	Culture & Policies	Purpose, Mission, Vision, core values, structure, handbook review, & Brand
4	Operations Team	Overview of current operation practices, team structure, goals & KPIs, meetings, & events
5	Position Overview	Job Description & outline of responsibilities
6	Inventory Training	Review SOPs, Trackers, Documents & tools

Inventory Training Breakdown

- Programs
 - Drive
 - Jobber
 - ConnecTeam
 - Clickup
 - Nordpass
 - Slack
 - Loom
 - Amazon/Target/Container Store
- Product Training
 - Review past client spaces
 - Review inventory we have
 - Work hands on at least 2 organizing job
- SOPs (Standard Operating Procedures)
 - Counting & Updating inventory
 - Submit Purchase order for review
 - Purchase products
 - Receive shipments
 - Stage product for Jobs
 - Returns
 - Organizing Planning Phase
 - Reviewing & updating inventory data
 - Creating product plans for clients
 - Updating final invoices with product

Our Training Philosophy (S.O.R.T.S)

- Study
 - SOPs, research, video training, discussion
- Observe
 - See it in person in action
- Run Through
 - Do it in person with assistance
- Try It
 - Do it solo with little to no supervision
- Share it
 - Teach someone else about it