

INVENTORY COORDINATOR

IDEAL START DATE: ASAP

ERLANGER KY 41018 | KFONB.COM | 859.647.0777

JOB DESCRIPTION

Kirk's Family of Natural Brands is seeking a highly organized and detail-oriented Inventory Coordinator to join our growing team. This role plays a critical part in maintaining healthy inventory levels across our supply chain and ensuring the smooth flow of goods from vendors to customers. The ideal candidate will have hands-on experience in inventory management, a strong understanding of supply chain operations, and the motivation to grow within a fast-paced CPG environment.

Reporting directly to the Supply Chain team, this individual will collaborate closely with cross-functional departments to monitor, manage, and optimize both finished goods and component inventories.

RESPONSIBILITIES/JOB DUTIES

- Maintain the overall health and accuracy of company inventory.
- Manage inventory for both finished goods and components.
- Issue purchase orders to vendors for finished goods and components to sustain target in-stock rates.
- Follow up with vendors to ensure timely delivery of orders.
- Collaborate with internal teams to understand changing inventory demands and recommend adjustments to forecasts and planning.
- Reconcile and research inventory discrepancies, making adjustments as necessary.
- Perform regular inventory and cycle counts to ensure accuracy and identify variances.
- Report on shrinkage, scrap, and other inventory-related losses, and take action to minimize them.
- Verify that received inventory meets specifications and includes all required documentation.
- Perform necessary inventory adjustments, transfers, and conversions in the system.
- Work cross-functionally to provide inventory status updates as needed.
- Assist in maintaining an accurate and up-to-date inventory forecast for the company.

DETAILS

Directly Reports to: Supply Chain Director

Job Type: Full Time

Salary Range: \$60,000

Work Location: Greater Cincinnati/Northern Kentucky

Qualified candidates please send your resume to

Email: jobs@kirksnatural.com

Subject Line: Inventory Coordinator Application

EMPLOYEE BENEFITS

- 60 free products annually
- Medical Insurance
- Paid Time Off (PTO)
- Paid Holidays
- 401k with match opportunity
- More details in company handbook

QUALIFICATIONS

- BA/BS in Inventory management, purchasing, supply chain, related fields preferred, or equivalent related work experience
- 2 – 4 years in an inventory coordinator or inventory management role
- Self-starter with strong attention to detail and the ability to collaborate across teams, influence others, and drive change throughout the organization.
- Excellent written and verbal communication skills with strong interpersonal and negotiation abilities.
- Strong supplier management skills with the ability to build and maintain strategic vendor relationships.
- Strong analytical, problem-solving, and math skills with a solid understanding of business and accounting principles.
- Proficient in Microsoft Office products. Strong Excel skills preferred.
- EPR Oracle Nesuite experience preferred
- ASCM & APICS certification are preferred
- Enthusiasm for natural products and a healthy lifestyle is a plus.

ABOUT US

Our business is family owned and operated by two second generation sisters, Molly & Katherine Oliver. With a growing portfolio of over 80 natural personal care products ranging in distribution at Walmart, Kroger, Publix, Amazon and more - we are just getting started!

Come join us!