

## **JOB DESCRIPTION**

**Job title:** Inventory Coordinator  
**Dept:** Home Center  
**Supervisor:** Home Center Store Manager/Store Assistant Manager  
**FSLA Status:** Full Time

### **Qualifications**

- 2-years experience in retail warehouse operation
- Good people and teamwork skills.
- Good verbal communications skills.
- Requires a demonstrated competence in Microsoft Office suite, customer service, personnel management, safety management, and inventory control.
- Ability to work independently with minimal supervision to complete all tasks assigned.
- Strong organizational skills: high attention to detail and ability to multi-task.
- Must be able to lift and carry 40 lbs minimum and be able to stand for long periods of time

### **Responsibilities:**

- Instruct and utilize store and warehouse staff, volunteers for the orderly operation of the Habitat Home Center.
- Evaluate and price incoming donated goods
- Ensure an adequate inventory of merchandise on the sales floor at all times
- Check in all incoming freight
- Coordinate safety issues with management
- Coordinate all recycling efforts.
- Perform all other duties and tasks as assigned.
- Ensure strict adherence to HFHSA policies, procedures, internal controls and store operation procedures.