

Market Inventory Specialist

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Market Inventory Specialist Kennesaw, GA **Type:** Full-Time **Posted:** 09/13/2021

Market Inventory Specialist **Job ID:** 233081 **Location:** Kennesaw, Georgia **Full/Part**

Time: Full Time **Regular/Temporary:** Regular

A leader in innovative teaching and learning, Kennesaw State University offers undergraduate, graduate and doctoral degrees to its more than 41,000 students. With 11 colleges on two metro Atlanta campuses, Kennesaw State is a member of the University System of Georgia and the second-largest university in the state. The university's vibrant campus culture, diverse population, strong global ties and entrepreneurial spirit draw students from throughout the region and from 126 countries across the globe. Kennesaw State is a Carnegie-designated doctoral research institution (R2), placing it among an elite group of only 6 percent of U.S. colleges and universities with an R1 or R2 status. For more information, visit kennesaw.edu.

Location Our Kennesaw campus is located at 1000 Chastain Road NW, Kennesaw, GA 30144. Our Marietta campus is located at 1100 South Marietta Parkway, Marietta, GA 30060.

Job Summary The Market convenience store has expanded and now includes multiple permanent locations and various pop-up opportunities at KSU. Manages the day-to-day receiving and distribution of merchandise from a central warehouse to multiple locations as needed. Responsible for maintaining inventory counts, quality control procedures, and partnerships with store managers and buyers.

Responsibilities

1. Receives inbound shipments, validates shipping documents, and enters purchase order receipts into the appropriate electronic system
2. Trains and directs student assistants in inventory management and delivery duties
3. Supports enforcement of loss prevention policies and researches

and investigates⁴. Pulls and loads orders for delivery to multiple campus locations 5.
Maintains FIFO standards and oversees merchandise stocking at each store location 6.
Addresses and reconciles order discrepancies with merchandise buyers and vendors 7.
Performs returns of damaged, expired, and/or unused merchandise according to policy and associated guidelines 8. Leads cyclic and periodic physical inventories at direction of the manager 9. Responds to inquiries, conducts research and analysis in solving systemic warehouse issues 10. Provides valuable input and recommendations relating to increased productivity or process modification

****Required Qualifications****

****MINIMUM EDUCATION REQUIRED:**** High school diploma or equivalent

****MINIMUM EXPERIENCE REQUIRED:**** One (1) year related warehouse, logistics, or retail store experience

****MINIMUM LICENSURE/CERTIFICATION REQUIRED BY LAW AND/OR INSTITUTION:**** Current, valid and unrestricted Georgia driver's license

****Preferred Qualifications**** Able to move, unload, and carry packages/deliveries, and operate material handling equipment (hand trucks and forklift) Knowledge of storeroom/warehouse processes and procedures Knowledge of basic logistics, supply chain management, inventory control, and/or property management Able to deal with multiple tasks or projects at one time Able to delegate tasks and direct other staff members

****Knowledge, Skills, & Abilities**** - Able to handle multiple tasks or projects at one time meeting assigned deadlines- Excellent interpersonal, initiative, teamwork, problem solving, independent judgment, technology, organization, communication (verbal and written), time management, project management and presentation skills- Proficient with computer applications and programs associated with the position (i.e. Microsoft Office suite) - Strong attention to detail and strong organizational and follow up skills- Strong customer service skills and phone etiquette

****Equal Employment Opportunity**** Kennesaw State University is an Equal Employment Opportunity/Affirmative Action Employer. It is the policy of Kennesaw State University to recruit, hire, train, promote and educate persons without regard to age, color, disability, ethnicity, gender, national origin race religion, sexual orientation, or status as a protected Veteran. Kennesaw State University is a participant in the Employment Eligibility Verification Program (E-Verify) effective October 15, 2007. Participant ID: 61415

****Other Information**** This is not a supervisory position. This position does not have any financial responsibilities. This position will not be required to drive. This role is considered a position of trust. This position does not require a purchasing card (P-Card). This position will not travel This position does not require security clearance.

****Background Check**** * Standard Enhanced + DMV Per the University System of

Georgia background check policy, all final candidates will be required to consent to a criminal background investigation. Final candidates may be asked to disclose criminal record history during the initial screening process and prior to a conditional offer of employment. Applicants for positions of trust with screening results which confirm a disqualifying criminal history will be immediately disqualified from employment eligibility. All applicants are required to include professional references as part of their application process. Some positions may require additional job-based screenings such as motor vehicle report, credit check, pre-employment drug screening and/or verification of academic credentials. **To apply, visit** jeid-c526403f936e3b49b17e652bd0db8271 Market Inventory Specialist Kennesaw State University Kennesaw, GA To apply, please send all application materials to: Kennesaw State University GA *Please be sure to read the job posting carefully and submit all required information.*

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