

INVENTORY ASSOCIATE

An Inventory Associate keeps track of the goods and supplies in a store or warehouse and manages orders to facilitate sales or production. Their duties include signing off on shipments, counting the number of available products and placing orders for more inventory according to demand.

DUTIES

- Receiving and unpacking incoming shipments of merchandise, while keeping track of inventory levels
- Maintaining an accurate record of all inventory items including item description, price, and location in the store
- Maintaining an up-to-date database of all inventory items
- Stocking shelves with incoming books
- Performing clerical tasks such as entering inventory data into computer systems
- Verifying that all books meets organizational standards

Please send your Resume to literacyconnectioninc@gmail.com.