



## LOST ART DESIGN & PRINT, LTD.

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### INVENTORY COORDINATOR

Lost Art Design & Print is a growing local business specializing in custom apparel and print services. As demand for our services expands, we're seeking a highly organized and detail-oriented Inventory Coordinator to join our team. This role is crucial in ensuring smooth daily operations by managing our stock ordering, tracking, and distribution processes.

#### Job Description:

The Inventory Coordinator will be responsible for managing all aspects of stock control, from ordering and receiving materials to organizing inventory storage. While this is a behind-the-scenes role, it plays a critical part in fulfilling customer orders. You will liaise with suppliers, manage stock levels, and work closely with the Order Processing Coordinator to ensure timely availability of all necessary products.

**Job Type:** Part or Full Time on-site location. Schedule to be determined with the employee. Schedule availability between Monday - Friday 9am - 5pm. Some weekends and evenings for events and/or extended store hours.

#### Skills & Additional Requirements:

- **Education:** Associate's degree or relevant work experience in inventory management, supply chain management, or a related field.
- **Experience:** 1-2 years in inventory management or a similar role.
- Strong attention to detail with excellent organizational skills.
- Effective problem-solving abilities and clear communication skills, particularly with suppliers.
- Self-motivated and capable of working independently while managing time efficiently.

#### Key Responsibilities:

- Oversee the ordering and receiving of inventory, ensuring accurate tracking of stock levels.
- Organize and maintain inventory storage areas for efficient retrieval during production.
- Collaborate with the Order Processing Coordinator to ensure inventory aligns with customer demand.
- Communicate with suppliers to resolve inventory discrepancies and address product availability issues.
- Assist in refining inventory management processes to reduce costs and improve efficiency.
- Conduct regular inventory audits to maintain accuracy and minimize loss.