

Inventory Coordinator

Reports to:	Inventory Planning Manager
Status:	Full-time, Regular
Location:	Corporate Office
Exempt/Non-exempt:	Non -exempt
Incentive Comp:	Eligible

Coyuchi

Coyuchi was founded 20 years ago in Point Reyes Station, a small, rustic town on the Northern California coast. There, surrounded by ocean and forest, beach and bluff, we created a line of home textiles rooted in nature. Our signature bedding, made from 100% certified organic cotton, soon earned a loyal following among people who nurture a connection to the natural world in their lives and in their homes.

With the largest selection of organic cotton bedding and bath linens, Coyuchi is now expanding beyond cotton and beyond textiles, as it rapidly grows towards becoming the internationally recognized source for transforming your home into a natural sanctuary that supports, comforts and rejuvenates — mind, body and spirit.

Coyuchi is a multi-channel retailer with a robust wholesale business, international distribution and direct-to-consumer channels that include Coyuchi.com, Coyuchi Point Reyes, CA and The Coyuchi Shop at ABC Home in New York.

Position Overview

The Inventory Coordinator is responsible for supporting the daily operations of Inventory Planning. Under the direction of the Inventory Planning Manager, the Inventory Coordinator will be responsible for SKU creation and maintenance, purchase order creation and lead coordinator for all product logistics. This role will be a key contact for communication with agents and vendors regarding timely shipments and cost efficient consolidation of product. This position plays a central role in building upon systems already in place to further improve interdepartmental communication, explore additional cost saving opportunities in freight consolidation and transport and to help improve the overall efficiencies of Inventory Management.

Key Responsibilities

- SKU database creation and maintenance.
- Create new product and replenishment purchase orders, provide status reporting as needed
- Monitor purchase order status: track production, shipping and receiving status of shipments.
- Work with Product Development team, Agents and Vendors to coordinate in-bound freight scheduling and consolidation.
- Reconcile inbound shipments for accuracy and to assure timely ex-factory dates.
- Coordinate with Vendors, Agents and Freight Forwarder to reduce costs on inbound freight
- Audit customs documentation and insure compliance no inbound/export Freight Classification, Harmonization coding and Country of Origin
- Collaborate with distribution center staff to process inbound shipments with timeliness and accuracy
- Review backorder reports and follow up with vendor or distribution center on shipping and receiving
- Enter and maintain vendor invoices, create and distribute weekly Accounts Payable reporting.
- Reconcile Inventory Deposits with vendors
- Reconciling of in-transit Inventory
- Assist with Ad hoc reporting as needed.
- Lead or participate in departmental projects to improve systems or efficiencies

Skill Requirements

- College degree or equivalent experience
- Strong organizational, time management and analytical skills.
- Excellent technical skills - MS Office (specifically Excel)
- Strong numbers aptitude
- Must be detail oriented and maintain high level of accuracy/data integrity
- Problem solving and analytical skills
- Strong organizational and time management skills; able to handle multiple priorities
- Strong verbal and written communication skills
- Flexible team player

To apply for this position, please provide the following information to jobs@coyuchi.com:

- Resume
- Compensation history for the last two positions you have held
- Answers to the following questions:
 - Why have you chosen your current career path and what are your career goals?
 - What are your three favorite consumer brands and why?
 - If you had a year to do anything and didn't have to work, what would you do?