



Location for this position:

Gyford Décor
891 Trademark Drive
Reno, NV 89521

Title: Inventory & Warehouse Supervisor

Reports To: General Manager, Gyford Decor

Primary Purpose: Collaborate with the manufacturing and sales teams to effectively source, evaluate, order and maintain an inventory system for materials used throughout the manufacturing and order fulfillment process. Manage finish goods inventory levels through the ERP system.

Expected Attributes:

- Positive attitude with a high level of accountability, personal drive, ambition, integrity
- Competent in communicating directly and effectively throughout the organization
- High level of multi-tasking skills, with a strong attention to details
- Passion for continuous improvement in all aspects of the position and a personal drive toward positive results
- Demonstrated strong oral and written communication skills
- Ability to balance issues emotionally and objectively and empathize with other employee concerns
- Team-oriented customer service spirit with a passion to learn in a fast-paced, goal/deadline-driven atmosphere

Qualifications:

- Bachelor's degree in business or related field or at least five years of related purchasing/inventory management experience.
- Working knowledge of general purchasing principles, practices and procedures.
- Experience working with integrated ERP systems.
- Efficient with Microsoft Office software (Word, Excel, PowerPoint). Microsoft Office; primarily MS Excel
- Ability to set priorities, analyzes problems, work independently and manage time effectively. Highly organized and detail oriented, with the ability to multi-task and follow-up on all responsibilities.

Primary Duties & Responsibilities:

- Regularly review optimal product inventory levels, maintaining the right balance of inventory to match sales demands, with a constant focus on providing the highest level of customer service possible. Collaborate with all functions within the company (production, sales, marketing, accounting, etc.) to effectively manage product inventory.
- Report damaged or defective materials and/or products and remove from inventory properly. Maintain records and address issues as needed with vendors or the internal team.
- Maintain process or system for proper inventory rotation.
- Optimize the company's purchasing and supply chain efforts with effective procurement and spend strategies, contracts, processes, and policies.
- Build and maintain relationships with key suppliers and act as the lead point of contact for all purchasing and supply agreements, setting performance criteria to ensure expectations are met.



- Build a transparent system for sharing relevant metrics, which drives continuous improvement, utilizing “lean” initiatives and practices. Make recommendations to improve productivity, quality, and efficiency of operations
- Place purchase orders for materials within set guidelines and parameters. Place purchase orders for new materials as directed by management. Track order status and communicate to appropriate staff. Expedite shipment of orders when required.
- Work closely with vendors to obtain relevant information relating to products, pricing, order quantities, and delivery schedules.
- Research alternate sources for products, as requested. Compile relevant information for comparison to present to management.
- Maintain vendor database with current contact information and other relevant data.
- Add new vendors in ERP system and ensure that all necessary information is entered. Research missing information, as needed.
- Review purchase orders against delivery. Investigate pricing or receipt discrepancies and monitor delivery dates to ensure on-time delivery. Report issues to management quickly.
- Request product samples when appropriate. Distribute samples internally for review and feedback.
- Prepare import documents for freight forwarder and generate inventory costing paperwork
- Professionally manage, develop and coach assigned team members to maximize their individual and team potential.
- Generate Manufacturing Orders based on inventory levels, sales and sales forecasts through the MRP system.
- Update and maintain production schedules based on machine availability, workload and staffing.
- Participate in supervisor/manager meetings as scheduled.
- Maintain solid safety and housekeeping.
- Perform inventory cycle-counting per published schedules and make appropriate inventory adjustments.
- Develop and maintain efficient pick/pack processes to include sub-assemblies and kits.
- Standardize outbound freight packaging and processes to cost-effectively meet customers required in-house delivery dates.
- Complete all other projects and tasks assigned by management.

At Gyford, Décor we are passionate about making our customers look great!

Gyford, Décor proudly serves the interior design, retail, signage, exhibit and display industries with 6 complete product lines. Gyford joined the Rowmark brand in 2018 and manufactures all of their products in Reno, Nevada using USA-sourced materials.

Gyford Décor LLC values our team members and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to: kwinner@rowmark.com

