



# Valley Wine Warehouse

## Job Description

<b>Job title</b>	<i>Inventory Specialist</i>
<b>Reports to</b>	<i>Inventory Control Manager</i>

### About Us

Valley Wine Warehouse supports more than 500 wineries and collaborates with many of the companies that assist those businesses. We are the indispensable hub that bridges the gap between vine and market. We provide the expertise our customers need to help them succeed.

### Job Purpose

Responsible for providing the highest level of professional expertise, for treating our customers and colleagues like family, and taking complete pride in everything you do.

The Inventory Specialist is responsible to accurately and efficiently cycle count inventory, research discrepancies, and rectify inventory using AMS software.

The Inventory Specialist is responsible for safely operating material handling equipment, such as fork lifts and order pickers, for the purpose of moving and counting product.

### At Valley Wine Warehouse You Will:

- Work with customers and perform winery audits
- Execute physical cycle counts
- Investigate discrepancies and reconcile physical inventory
- Accurately maintain all inventory records and files
- Assist with a yearly physical inventory
- Adhere to all processes and procedures to ensure inventory compliance
- Follow company policies, guidelines and work instructions
- Maintain professional behavior with co-workers and customers
- Use Microsoft Excel and Outlook and AMS software
- Safely operate a fork lift, order picker, or other required material handling equipment

### You Will Succeed at Valley Wine Warehouse Because You Have:

- An eagerness to ensure that our customers are successful
- Integrity and take pride in delivering results
- A passion for problem solving with an emphasis on root cause analysis
- An inclination for out of the box, alternative thinking
- Strong calculative, analytical, and communication skills
- An ability to manage time to meet required deadlines
- A desire to complete the circle: you set goals and map your path
- Enthusiasm, drive, and a positive “can-do” attitude

### **You Will Thrive at Valley Wine Warehouse Because You Are:**

- Dedicated to building internal and external relationships
- Thorough, efficient and pay keen attention to detail
- Extremely organized and easily able to discern priorities
- Motivated and willing to learn
- Always striving for accuracy
- A consummate learner
- An effective oral and written communicator
- Highly adaptable to change and always rising to a challenge
- Self-motivated and able to work independently as well as within a team

### **Physical Requirements**

- Crouching, climbing, reaching, bending
- Able to lift up to 50 pounds
- Capable of standing and walking extended periods of time
- Able to work effectively in a temperature controlled environment

### **Compensation**

- Earn competitive salary, commensurate with experience
- Receive medical, dental, and begin accruing paid time off after being employed through Valley Wine Warehouse for 90 days
- Eligible for 401K enrollment after 1 year of service and 1000 hours
- Become a part of a thriving company with a family oriented workplace and culture

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### **If you are interested in this position, please send your completed resume to:**

Teresa Frenette, Inventory Control Manager  
Valley Wine Warehouse  
[teresaf@valleywinewarehouse.com](mailto:teresaf@valleywinewarehouse.com)