

Position	Inventory Process Manager
Company	Winkley's, Inc.
Job site address	21 CR 200 Building C, Liberty Hill, Texas 78642

QUALIFICATIONS:

- Bachelor's in Industrial or Systems Engineering or a related field
- Minimum 2 years experience in process management
- Mastery in speaking, reading, and writing Spanish with a knowledge of Hispanic culture

MAJOR RESPONSIBILITIES AND DUTIES:

Maintain the manufacturer-retailer network system of our retail-based company, which includes managing the purchasing, and vendor relations as it pertains to inventory. A mastery in speaking, reading and writing Spanish, with a knowledge of Hispanic culture is necessary because many of our vendors, manufacturers and customers are from Spanish speaking countries and the percentage of our customers in this category is increasing. Manages the company's inventory on a regular basis by maintaining metrics, reports, process documentation, and service logs. Directs the inbound inventory process by setting policies to ensure products are received and ready for sale. Oversees inventory invoicing, ensuring invoices are paid on time, discounts are maximized to the benefit of the company, and are processed as efficiently as possible. Responsible for determining and maintaining computer systems to track and process inventory purchases. Establishes connections with manufacturers, and oversees the flow of inventory. Establishes and maintains the company's communication (terms and conditions) with the suppliers and supervises the placement and receiving of all orders, including checking and comparing costs with different vendors, updating prices and maintaining current information regarding our inventory.

SEND RESUME OR CONTACT: NENWINKLEY@WINKLEYSLH.COM