

**I. Job Summary:**

The primary purpose of this job is to monitor all merchandise movement to and from multiple vault locations.

Receive merchandise shipments and ensure the documentation for each shipment and the physical receipt of goods match.

Open packages and systematically receive inbound packages from salons and non-local vendors.

Distribute central stock pieces to the assigned bins and pick allocated merchandise from the bins for shipment to the retail and wholesale locations.

Liaison with Supply Chain departments to ensure all merchandise is allocated appropriately and in a timely manner.

II. Key Duties Responsibilities and Accountabilities:

- Systematically record all incoming merchandise and reconcile against shipments;
- Prepare and systematically transfer daily salon bins for shipment in a timely manner to meet Logistic cut off times;
- Interact with vendors during pick-ups and drop-off of merchandise;
- Manage and record all incoming customer repairs and distribute accordingly;
- Create repair jobs coming in from wholesale accounts;
- Work closely with the watch division to manage and transfer all inventory to fulfill shipping requests and incoming vendor repairs;
- Manage inventory and re-ordering of watch straps for the U.S. (retail and wholesale);
- Perform monthly physical inventory to ensure accountability of all merchandise in the vault; research and resolve any discrepancies;
- Act as backup to the other vault team members, as needed; and
- Enforce company-wide compliance, in accordance with applicable policies and procedures relating to property movement, working and storing of merchandise.

III. Key Job Relationships:

- Liaison with all departments as it relates to merchandise monitoring and movement;
- Communicate with the Vault Manager to set priorities and meet deadlines;
- Contribute to department's process efficiency; and
- Work closely with in-house security to coordinate pickups and deliveries to vendors.

IV. Job Qualifications:**Business Skills:**

- Knowledge and astute understanding of vault and inventory management;
- Ability to prioritize tasks and projects in a high pressure environment;
- Strong documentation skills and keen attention to detail;
- Proven analytical and creative problem-solving abilities;



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- Excellent ability to understand the organization's goals and objectives; and
 - Proficient with Microsoft Office.

Interpersonal Skills:

- Excellent listening, written and oral communication skills;
- Experience working in a team-oriented and collaborative environment;
- Strong service orientation, highly self-motivated, energetic and directed;
- Ability to multi task and work well under high pressure situations; and
- Dependable, takes initiative and responsibility for own actions.

Degrees and Experience:

Minimum of 2 years related work experience.

Experience in luxury retail is a plus.

College or University degree (Logistics, Operations Management, and/or Business Administration focus preferred).

Proficiency in written and spoken English is a must.