

# TOMBOY X

## **Role: Inventory & Logistics Analyst**

Reports to: Controller

### **WHO WE ARE:**

At TomboyX, we believe that everyone in every body should feel awesome in their underwear. Our brand, like our customers, transcends stereotypes to amplify a person who strives to live every day as their authentic self. This is true for our team and our company culture. We are dedicated, driven and continuing to scale. The team is committed to fast growth and abundant success. If you have the passion and capacity to go all in with us, please apply.

### **THE POSITION:**

TomboyX is seeking an Inventory Analyst to join our team. This role is responsible for importing our products, inventory control and accuracy at our third-party logistics center (3PL), timely & efficient outbound shipping, and will work closely with Product, Creative, and Finance teams to ensure timely arrivals, efficient operations and accurate reporting. Critical thinking, attention to detail, and excellent communication skills are required.

### **RESPONSIBILITIES:**

- Warehouse & Outbound Management
  - Manage warehousing & fulfillment center needs.
  - Manage 3PL performance against defined KPIs and metrics.
  - Identify and execute ideas to drive efficiencies and cost savings in the warehouse & outbound logistics.
  - Monitor order & data flow across integrated systems ensuring cross-platform accuracy.
  - Planning and volume forecasting with 3PL team.
  - Periodic on-site engagement with 3PL team.
  - Ensure smooth and efficient order processing, fulfillment and shipping, meeting or exceeding customer expectations and SLAs.
- Inbound Logistics Management
  - Develop & execute strategies to optimize inventory flow from factory to 3PL.
  - Point person for freight forwarders.
  - Optimize freight/duty contribution to our landed cost base.
  - Manage inbound performance against defined KPIs and metrics.
- Partner with the technology team to leverage solutions for process optimization, data analysis, and reporting

### **WHO YOU ARE:**

The ideal candidate is a data nerd and a communicator. Capable of taking an ownership mindset regarding the lifeblood of the organization, our product. You must be an expert in excel and a problem solver for research and root cause analysis. A systems and process mindset to drive efficiency and reliability in business performance.

**REQUIREMENTS:**

- A minimum of 3 years in an operations role within an inventory based, ideally consumer brand business demonstrating increasing scope and responsibility
- Experience managing calendars & project management
- Strong organizational skills
- Exceptional experience and skillset in MS Excel with large data volume
- Experience with NetSuite or similar ERP
- Experience with GSuite, Excel & MS Office Suite, along with general technical aptitude for systems and hardware
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**WHAT WE OFFER:**

- Compensation range: \$100k - \$125k
- Company performance bonus plan
- Excellent insurance benefits: Employee medical/dental/vision are 100% paid by Company; dependents are 50% paid by Company
- Company paid short and long-term disability, and AD&D insurance policy
- 401k with up to 4% Company match
- Stock options
- Cell phone stipend
- Transportation stipend
- Unlimited vacation time
- Paid parental leave up to 12 weeks
- 9 Company paid holidays, including your birthday!
- Flexible working hours
- Office snacks
- Pet friendly environment
- Employee assistance program
- A chance to build a company from the ground up and make a real impact on TomboyX's growth and history
- Employee Discounts (UNDIES! TEES! Oh yeah - and UNDIES!)

Job Type: Full-time, Greater Seattle Area, hybrid

**TomboyX Values** (the way we work is guided by the following values)

**Accountability**

We show up fully, hold ourselves accountable, and lead with our most authentic selves.

**Fearlessness**

We're brave, curious, and willing to dare greatly. We're empowered and encouraged to take the wheel, experiment, and make mistakes in order to learn and grow.

**Diversity**

We champion diversity and inclusion; everyone is welcome and appreciated. We celebrate our differences, foster a sense of belonging, and show our commitment through our words and actions.

**Trust**

Our connections are grounded in trust, transparency, and respect. We're honest, open-minded, and we listen actively. We foster radical candor and clarity as kindness.

**Unity**

We are individuals driven by a true north: to build a more equal and progressive world. Our perspective grows and evolves in pursuit of this shared purpose.

TomboyX is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.