



Inventory & Logistics Analyst

Cora is a modern women's wellness brand infusing **good** into a category rife with unhealthy products and outdated notions of womanhood.

At Cora, we believe women and their bodies are naturally powerful, so we make naturally powerful goods for the body, that are good for her body, while doing good in the world.

Our mission is to revolutionize the female experience by acknowledging the natural power of female bodies and providing healthy, thoughtful ways to care for them. We create fearless content and innovative products through an elevated brand to shift the way women perceive and manage their periods, bladder leaks, post-birth recovery, and other natural experiences.

And with every Cora purchase, we provide period pads and health education to a girl in need in a developing country so she can step boldly into the promise of her future.

After just four years in market, Cora has achieved the highest brand equity in the \$6B U.S. Feminine Care category. As Cora continues to scale--in terms of products, channels, and revenue--We are seeking a dynamic, energized and most importantly, experienced **Inventory & Logistics Analyst** who specializes in warehousing, inventory control and international/domestic logistics to oversee efficient transportation, receipt, storage, fulfillment, and distribution of our wide variety of personal care products.

Who We are Looking For

As a member of the operations team, success will be measured by the candidate's responsibility to routinely meet department KPIs along with appropriate analysis and proactive countermeasures to avoid missing targets. The ideal candidate will be someone humble enough to tackle low level mundane tasks some days and then provide data and insights that support high-level strategic discussions the next. The goal is to manage the order cycle from the freight booking down to the warehouse receipt to ensure inventory accuracy and reduce PO/invoice discrepancies.

This role demands someone who connects with our mission, cares about women's health, and is driven by a desire to do work with a purpose. You will need to be a quick study and willing to learn and adapt in a fast-paced, dynamic, start-up environment, taking on a high degree of responsibility and autonomy. The role will report into the Senior Supply Chain Manager.

Key Responsibilities:

Logistics: 40%

- Coordinate and arrange all international and domestic logistics for inbound POs
 - Book, manage and track international shipments
 - Book, manage and track domestic shipments
- Collaborate with department heads to determine best practices for inbound/outbound freight
 - Discover the most cost-effective shipping modes and schedules
- Investigate late delivery claims, shipment shortages, and discrepancies from inbound POs
- Arrange and manage internal transfer logistics between domestic distribution points to optimize inventory levels at each warehouse

Inventory: 40%



- Maintain accurate (error-free) weekly and monthly reports to executive management team
- In the "system" every day with a meticulous eye on data integrity
- Monitor and adjust inventory levels at outside warehouses (3PL) and internally to ensure inventory accuracy and maximize working capital
- Perform weekly cycle counts and reconciliation across all warehouses. Lead investigations to determine root cause and action items associated with variances.
- Analyze daily product and supply levels to anticipate inventory problems and shortages
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency

Order Management: 20%

- Coordinate and enter Amazon shipping plans
- Create and maintain records of new item launches:
 - Item set up within all of Cora's systems
 - UPC generation
 - Forecast support
 - Dimension/spec management
- Assist the retail operations team with various tasks including physical inventory, adjusting shipment discrepancies in the system & new account set ups
- Forecast and Issue workorders for 3PLs to build, ship and transfer across nodes
- Actualize inventory & sales to support demand planning revisions

Personal Characteristics

- **A Creative Problem Solver** – You have a creative bent and you love taking on challenges with a fresh perspective and creative mind.
- **An Action Oriented Doer** – Someone who is driven by results. Someone who strongly believes in accountability. A task-oriented self-starter who stays calm under pressure and proactively takes on big ideas and projects.
- **Hands On** – Someone humble enough to tackle low level mundane tasks some days and then drive high-level strategic discussions the next. Someone who is hungry to learn and take on more responsibility as the company grows.
- **A Collaborator** – One who works well with teams and can listen while still sharing a strong point of view.
- **An Optimist** – Someone with a can-do attitude, who can lead in the face of uncertainty, and with a great sense of humor.

Requirements:

- Bachelor's degree (BA, Supply Chain Management) or equivalent practical experience
- 2-3 years Supply Chain/Logistics/Inventory management experience
- CPG experience required
- Exceptional analytical and statistical skills
- Strong understanding of OMS/ERP systems (Netsuite, SAP, Fulfil.io, SPS, etc.)
- High potential individual looking for career growth in operations
- Sense of ownership and pride in your performance and its impact on company's success
- Proven ability to collaborate effectively with business partners
- Excellent communication skills (written and oral)
- Time management skills and the ability to prioritize various work-streams

- Highly proficient in Microsoft Suite – Excel, Word, PowerPoint
- Individuals with strong analytical skills, an ability to manage multiple vastly different projects and think big-picture as a cohesive brand will be strong fits for this role that promises to present critical business challenges on a daily basis

To be considered for this opportunity you must be documented to work in the United States. You will be working remotely until we return to normal office working conditions.

Cora offers competitive salary and benefits + equity and an amazing team and a world-changing mission.

Please send your resume to hireops@cora.life