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**Title:** Inventory Control Specialist

**Reports to:** Product Manager

**Are you what ISlide is looking for?**

ISlide, Inc. is looking for a creative, dedicated, organized, high-energy student to join the team. This position will provide the opportunity to gain hands-on business experience working in a driven and fun environment to provide custom premium footwear.

We're building something special here. Every employee at ISlide started the same way, every employee makes an impact on the entire company. Some call it unique, others call it revolutionary. We prefer the term game-changing. If you're ready to challenge yourself by stepping out of your comfort zone by helping us make a statement in the footwear industry, continue reading.

**Duties & Responsibilities**

- Assist in general department operations if and when needed
- Maintain organization and cleanliness of warehouse
- Complete inventory counts, checks, and reports, assist in picking orders, and sku set-ups in software
- Complete inventory feeds for dropship partners, manage unfulfilled checks, and manage unusable pairs for printing and sales samples
- Complete and report turnover analysis by channels
- Assist in product and shipping quality check with product manager
- Organize shipment days through management of current inventory, preparation for new inventory, and delegation of roles on shipment days

**Qualifications**

- Aggressive attention to detail
- Self-motivated
- Efficiently focused
- Proficient in Microsoft Office Programs
- Strong communication skills