



Position Title: **Inventory Planner/Buyer**

Reports to: **Inventory & Logistic Manager**

The position will involve the following roles:

#### Inventory planner section

- Provide administrative support to the Inventory & Logistic Manager in the purchasing and inventory processing of merchandise
- Process and monitor invoice and shipment including delivery within a designed timeframe
- Manage and organize discontinued inventory data
- Generate various sales and profit reports on a weekly basis including crystal report for monthly promotions item; these reports will also be send to the team on a weekly basis
- Coordinate with warehouse for the inventory related issues or arrangements
- Allocation and maintenance of inventory level and the movement of merchandise
- Work closely with IT team in maintaining an updated and accurate inventory data and other related documents
- Construct and monitor worksheets to reflect the flow of inventory
- Inventory screening on a weekly basis and develop buying recommendation for supervisor review

#### Buyer section

- Work with the Product Development Team and the China office coordinators for new product each season
- Data entry of salesman sample PO requisitions; follow-up closely overseas to ensure prompt delivery of SMS
- Data entry of PO requisition upon confirmation of inventory purchase and detailed delivery info is provided by overseas offices
- Work closely in bulk order delivery with the China office merchandisers
- Identify and resolve delivery and production issue in a timely fashion such as delays, fabric stock for core items; quality issues etc.
- Maintenance of the product line database including prices, vendor, moq, lead time, and packaging info etc.
- Managing PO due dates; update if necessary and notify CSR with new date

**Annual Salary: \$40,000**