

## **FCP EURO - INBOUND INVENTORY ASSOCIATE**

**Location:** Milford, CT **Department:** Inventory **Type:** Part Time – Internship (Full Time Opportunity!) **Min. Experience:** Mid-Level

### **About FCP Euro**

Since 1986, FCP Euro has become the leading online store for OE, OEM, and Genuine replacement parts for European cars. Check out our website at [www.fcpeuro.com](http://www.fcpeuro.com) if you haven't already done so.

Because of unprecedented growth and an incredibly enthusiastic community, we're expanding our company, and we are growing fast! With the right people, we're convinced the next few years will be an incredible period of growth and excitement. To meet this challenge, we're looking for new team members.

We first look for chemistry, ambition, and compatibility, then we focus on the appropriate skills for each position. Here at FCP Euro our culture is key!

Right now, we're in one of the most exciting phases in our history. You're going to sense urgency and energy when you become part of the FCP Euro family. Everyone has an opportunity to grow with us, especially people who show entrepreneurial spirit, ambition, and brilliance.

### **Job Summary**

The Inventory Associate is responsible for ensuring that all inventory in our Distribution Center and Bic Drive warehouse is accurate and inventory infrastructure is in adherence to plan. Any problems, issues, patterns, or trends relating to inventory are identified and communicated and reported on to all appropriate parties.

The Inventory Associate at FCP Euro is responsible for ensuring the inventory in our 155 Hill Street Distribution Center as well as overstock inventory at our 500 Bic Drive location is accurate and inventory infrastructure is in adherence to plan. Any problems, issues, patterns, or trends relating to inventory are identified and communicated and reported on to all appropriate parties.

The Inventory Associate is responsible for all Inventory related processes including but not limited to cycle counts, zone maintenance, inventory transferring, fielding, and reconciling errors, and all daily replenishment and overstock needs between 2 facilities.

The Inventory Associate is responsible for the presentation, organization, and cleanliness of FCP Euro's distribution center and Bic Drive inventory. Responsible for ensuring all Stock and JIT locations are optimized for space, layout, and product type. Locations have been consolidated, are front faced, labels are accurate and orderly, and all locations are free of debris and packing material. Actively schedules and completes the zone maintenance process across all DC zones and proper end of day cleanup.

Responsible for ensuring that all inventory on FCP Euro's shelves is consistently accurate and, in our system, correctly. You are responsible for coordinating the daily cycle counts and making sure that the entire facility is cycled every 30-60 days. You are responsible for working with team members to identify items that need to be sent back to the vendor that we no longer want to stock. You are responsible for looking at the inventory composition and making changes to the locations of inventory to optimize our picking process.

Responsible for adhering to inventory performance benchmarks including accuracy rate, error rates, and any other key performance indicators for all inventory processes. Once critical numbers are established, the Inventory Associate is responsible for tracking and reporting across all inventory related processes;

cycle counts, returns processing, Stock and JIT receiving, outbound miss picks and short ships. Vendor errors and issues related to guidelines will also be tracked and reported inventory associate.

Lastly the Inventory Associate ensures that all inventory procedures and processes are followed under our standard operating procedures for inventory. Communicate with department heads on those that need assistance in inventory handling. Consistently recommending and implementing process improvements for all inventory handling.

### **Responsibilities and Duties**

- Execution of Inventory & Infrastructure Layout Based on Plan
- Presentation, Organization & Cleanliness of Inventory
- Maintain Accuracy, Efficiency and Quality of Inventory
- Examine and Supervise Inventory Handling
- Communication to Management on any Inventory Concerns
- Developing Healthy Cross Departmental Collaboration and Relations
- Replenishment and transfer of inventory internal and location to location
- Weekend hours required

### **Inventory Associate Daily Tasks**

- Maintaining Inventory Maintenance File
- Daily replenishment of inventory
- Daily inventory cycle counting
- Daily inventory cycle maintenance
- Inventory Reconciliation
- Inventory location prep
- Inventory location transfers
- Overstock transfers
- Restocking of inventory
- Stock & container put-away
- Stock & container cleanup
- Domestic Stock support
- Adhering to monthly reordering default inventory needs
- Daily inventory & DC clean up
- Daily replenishment

### **Qualifications and Skills**

- Prior inventory experience
- Nights & weekend availability required
- Strong planning & organizational skills
- You have an engaging personality with a positive attitude
- Growth and learning mindset, adaptable and flexible
- Team player mentality
- Strong work ethic
- Strong focus on accuracy
- Manual labor with ability to lift heavy items
- Ability to be trained on warehouse machinery
- Drivers license
- WMS experience

### **Benefits and Perks**

- Medical, Dental, Vision
- Life, Disability, Critical Illness, Accident
- PTO (Paid Time Off)
- 401k with Company Match
- Exclusive Discount Offerings

***No phone calls or agency referrals, please.***

*FCP Euro provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination or harassment of any kind on the basis of race, color, religion, sexual orientation, sex, gender identity or expression, national origin, cultural heritage, ancestry, political belief, age, marital status, family status, pregnancy, physical or mental disability, intellectual disability, learning disability, veteran status or any other characteristic protected by the law.*