

## INVENTORY CONTROL COORDINATOR FULL-TIME / PERMANENT

CIOT DETROIT - 1080 COOLIDGE HIGHWAY, TROY, MI 48084

Ciot is a leading importer and retailer of marble, granite, limestone, slate, onyx, semi-precious stone, decorative glass, quartz, ceramic and porcelain stoneware tiles, slabs and mosaics, as well as kitchen and bath fixtures and accessories within the areas served. The company operates showrooms in Detroit, Toronto, Vaughan, Mississauga, Montreal, Brossard, Quebec City, as well as a business office in New York City.

Ciot offers a stimulating workplace, attractive benefits package and a work environment that is favorable to professional growth. If you are seeking a position where initiative is valued and your ambition has no limit, your challenge will be to focus on your capacity to progress in a highly stimulating work environment!

The **inventory control coordinator** is responsible for performing all required tasks to ensure accuracy of the tile inventory in our warehouses. The incumbent reports to the warehouse manager.

### ROLE & RESPONSIBILITIES

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- Data input and maintenance of tile inventory;
- Receive inventory into ERP system;
- Verifying codes, pack size, and pallet quantities;
- Check for out of stock items;
- Make sure wrong items are returned to vendor;
- Generate and analyze reports as needed;
- Perform all other inventory control duties and related tasks as assigned.

### PROFILE & SKILLS REQUIRED

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- High School Diploma or GED;
- Working knowledge of large ERP system preferred;
- Proficient with personal computer software including Microsoft Office: Word and Excel;
- Must have basic math and reading skills;
- Good phone etiquette;
- Excellent data entry skills, includes accuracy and proof reading work;
- Must possess the ability to complete given assignments within allotted time periods in a safe and diligent manner;
- Must maintain a sense of integrity and ability to work well with others;
- Ability to deal effectively and professionally with all levels of individuals doing business from within and outside the company.

### WHAT WE OFFER

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- Full-time permanent position;
- Competitive salary;
- Group benefits;
- Professional and stimulating work environment;
- Training and continuous coaching.

If you are interested by the present job offer, please send your curriculum vitae to the following email address: [cv@ciot.com](mailto:cv@ciot.com) or apply online via the Careers section of our website at [www.ciot.com](http://www.ciot.com).

[www.ciot.com](http://www.ciot.com)

