**Coordinator Inventory**

**Reporting to Main Shift Leader**

Founded in 2014 in the Czech Republic, Rohlik is the European leader of e-grocery in Central Europe. Already active in the Czech Republic ([Rohlik.cz](http://rohlik.cz/)), Hungary ([Kifli.hu](http://kifli.hu/)) and Austria ([Gurkerl.at](http://gurkerl.at/)), the company will be launching in the coming months in Germany ([Knuspr.de](http://knuspr.de/)). By owning its end-to-end operations, including all technology in-house, Rohlik provides a superior customer experience and the freshest food from local farmers and artisans, as well as a broad supermarket selection.

**Team Overview**The Inbound team is responsible for managing the entire process of receiving and stocking ordered products. The main task of the team is to organise and coordinate the receipt of goods. They must ensure a fast and efficient stocking process. While working, they always put emphasis on compliance with all hygiene and safety rules. They communicate with the customer and across all company departments. They are not only familiar with every key position in the warehouse but also master it fully.

**Role Overview**

As Coordinator of Inventories, you will be responsible for all ongoing and planned inventories. You will have an overview of all products in the warehouse and know where they are physically located. You will report inventory results to your superior, with whom you actively work to solve any issues. You will also contribute to operational innovation and process optimization.

**What we expect from you**

* You are responsible for all inventories in the warehouse.
* You handle regular daily inventories (bakery, meat slicer, inventory of the last available items in all sectors).
* You work closely with the inventory team and replacements (current number of replacements in the queue, affecting replacements).
* You work with the admin system (Rohlik WMS) , inventory, and last-minute applications.
* You print and prepare new positions (main + buffer positions), print necessary labels (unreadable EAN product, labelling multipacks, labelling sector trolleys) in the situation of re-layouting activities.
* You add new positions to products and change product positions.
* In case of stock discrepancies, you are able to isolate the issue, analyse and take actions.
* You communicate daily with stockers, replenishers, and the Inbound admin team regarding changes on main WH positions, correct stocking for products, and new deliveries for products.
* Every day, you ensure that all inventories are completed correctly.
* You are driving continuous improvement, you are looking for solutions, ways, to improve.

**What we look for**

* You have experience in a similar position.
* You have an advanced level in Excel.
* You understand receiving and storage processes including connections and interactions that occur there.
* You are knowledgeable for all products assortment, you know where they are located physically.
* You are precise and responsible in your work.
* You can remain calm and handle, managing priorities, a large number of situations that could occur at once in the warehouse.
* You can work with data, see causes and connections behind the numbers.
* Customer satisfaction is your top priority.

**Main KPIs for the position**

* Replacement Non Affecting Customers : 6%.
* Replacement Affecting Customers: 0.5%.
* Team Efficiency : Adherence “Planned” counts vs “Real” (in %)
* Warehouse shrink below 0.15%.
* Inbound Efficiency - 400 pcs/h.

**What do we offer**

* You will become part of a company that is changing e-commerce rules in our market.
* You will have a great responsibility.
* Your ideas will be implemented at lightning speed.
* Every day will be different and bring new challenges.
* Your work will be innovative and meaningful.
* Your professional growth and expertise are essential to us.