



JOB TITLE: Inventory Fulfillment Specialist

LOCATION: Scarborough, ME Office

PRIMARY FUNCTION: Overall responsibility for material delivery, stocking, inventory management, customer re-order and the effective execution and compliance of on-site business and operational activities for vendor managed inventory agreement deliverables. Assist in the identification of additional value-add and/or complimentary product(s) and/or solutions that maximize customer commitment/partnership and profitability of product and/or service sales.

This position is a primary on-site customer contact and is responsible for regularly performing duties on-site; it may be the primary customer relations interface and, as such, is required to interact at many levels within the customer.

Hours: Monday- Friday 7:00 am – 4:00 pm

MAJOR DUTIES AND RESPONSIBILITIES:

Effectively execute vendor managed inventory agreement requirements that maximize profitability of product and/or service sales, address market and customer needs and pro-actively converge upon opportunities within assigned VMI accounts.

Monitor and maintain inventory usage and levels; place and expedite re-orders per defined reorder points.

Scan and replenish customer stock; assist with inventory physical movement and organization, cross reference research, data collection and physical inventory, as required.

Identify potential new business opportunities; convene Horizon resources, make recommendations and/or relay information to sales personnel.

Monitor customer commitments, communicate potential problems and changes with customers; pro-actively identify and resolve problems effecting customer satisfaction and/or Horizon profit.

Provide regular and continuous communication with Outside Sales, Credit, Customer Service and Delivery personnel to ensure the coordination of Horizon support services and identify potential future sales opportunities.

Monitor sales and vendor activity to maximize asset turns and meet customer needs.

Process orders within Horizon Business Systems, provide customer confirmation of status and monitor vendor commitments for compliance.

Coordinate and implement the on-site marketing efforts for a broad range of Horizon products with the objective of increased sales, gross and net profit.



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OPEN POSITION POSTING

Identify customer needs, recommend and assist with the sales process to sell solutions that maximize Horizon product offerings and services.

EXPERIENCE, EDUCATION AND FUNCTIONAL REQUIREMENTS:

AAS or equivalent combination of education and experience; basic knowledge of features, benefits and use/application of broad range of Horizon products. Strong communication, negotiation and teamwork skills; ability to work independently and prioritize tasks; strong attention to detail and analytical ability required.

Valid driver's license and clean driving record required and must be maintained as an on-going requirement of this position.

Ability to understand written and verbal instructions and processes; ability to complete simple mathematical measurements, weights and calculations; ability to communicate verbally and in writing.

Data entry and/or exp. with computerized inventory/business system preferred.

May be required to lift up to 50 lbs., bend, reach, stoop and remain standing for extended periods of time.

HORIZON Solutions is an Equal Employment Opportunity Employer and fully supports Affirmative Action.