Job Title: SCM Assistant
Location: Brooklyn, NY
Department: Supply Chain Management
Reports to: SCM Assistant Manager
FLSA Status: Non-Exempt
Job Grade: G2
Pay Rate: $17/hr

JOB PURPOSE: This position primarily supports the SCM team in inventory data analysis.

ESSENTIAL JOB FUNCTIONS:

1. Data Entry
   ● Analyze warehouse documents and process sales order data using Microsoft Dynamics NAV ERP/Excel/G-sheets
   ● Coordinating with Warehouse and Production to maintain the accuracy of inventory data
   ● Assist with data entry and analysis for daily supply chain functions
   ● Any other related tasks as assigned by supervisor and/or management and dictated by business needs.

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

● Bachelor’s degree with minimum 6 months experience
● Office job experience preferred
● Experience with NAV system preferred
● Excellent interpersonal and communication skills
● Working knowledge of Microsoft Office required
● Must be bilingual in English and Chinese

JOB DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.