Who You Are:
You’re someone who people can rely on and you’re always there when they need a helping hand. Organizing data and aligning connections across multiple software platforms is right in your wheelhouse. But you also understand that buy-in from various departments is critical to success. So, you’re a bit of a salesperson and can communicate in layman’s terms. You love challenges and have no fear in defining problems, collecting data, establishing facts, and drawing valid conclusions. People often comment that you have a knack for numbers, how organized you are, and stay clear-headed under pressure. You’re looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. You know in your heart it’s time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:
Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God’s love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all.

To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. The organization also works with existing low-income homeowners in formerly red- served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

As an advocate for policies that create and preserve affordable lined Denver neighborhoods to do critical home repairs. Throughout its 42-year history, Habitat Metro Denver has housing, build wealth through homeownership, and stabilize communities experiencing involuntary displacement, Habitat Metro Denver engages the community to be a catalytic force at federal, state, and local levels.

How We Succeed Together:
Habitat Metro Denver’s Cultural Blueprint highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.
**Solid Foundations** - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

**Innovative Design** - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

**Open Doors** - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

**Clear Windows** - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

**Supportive Structures** - We have each other’s backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

**GENERAL DESCRIPTION:**

Under the direction of the Director of IT and in partnership with Accounting, the Retail Director and Store Managers, and Supply Chain Manager, the Inventory Analyst/Manager (IAM) is responsible for supporting the financial and technical management of inventory via purchasing, planning, executing, monitoring, receiving, controlling, and closing of inventory and workflow related to inventory. The IAM will be expected to travel between stores and the warehouse to stay in frequent contact with Store Managers to ensure awareness of store needs related to inventory, the ordering of products and executing planned and spot counts of inventory. The ability to work across teams (ReStores, IT, accounting, supply chain and vendors) will be key to success in the job. A high-level understanding of ReStore products, especially purchased goods, inventory and POS systems and merchandising are critical to success. The IAM will play a key role in ensuring profitability and expense management. Having strong analytical, problem-solving skills and familiarity with POS/Inventory software along with an agile mindset are key attributes for this position. The IAM is expected to act with integrity and in accordance with Habitat Metro Denver policies and ReStore Standard Operating Procedures.

The following reflects the organization’s definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**CORE RESPONSIBILITIES:**

- Manage, analyze, and report on the full cycle of ReStore and Production Warehouse inventory from ordering and receiving to sales and profit forecasting by utilizing Acumatica Cloud ERP and Shopify POS.
- Maintain the source of truth for inventory and financial reporting.
- Plan, oversee and execute scheduled and spot inventory counts at all ReStores and the Warehouse. Investigate and rectify any inventory discrepancies that are discovered during counts.
- Provide technical and process support for Store Managers, Assistant Store Managers and Retail Sales Associates.
- Monitor profitability margins & work with Retail Director on when to implement markdowns.
- Add, maintain and purge products SKUs in POS and inventory systems.
- Work closely with Retail Director, Store Managers, and Accounting to ensure inventory accuracy before the close of each month and end of the year.
As related to inventory and/or workflow, create new policies, procedures, and processes, and make changes to existing ones, as necessary.

Act as the “change manager” to create projects which ensure that internal stakeholders in all departments have the most efficient work areas possible and work with processes designed to maximize efficiency, productivity, and safety.

Create systems that simplify workflow and narrow the potential margin of error.

Work with ReStores to design warehouse layouts and make changes to existing designs as necessary.

Research product and customer insights to create, design, and implement solutions to maximize customer engagement, satisfaction, and repeat business.

Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Self-motivated and able to work independently
- Strong critical thinking and ability to problem solve
- Working knowledge of inventory management software (e.g. ERP) and POS systems
- Strong Microsoft/Google docs skillset
- Ability to work across multiple departments and stakeholders
- Superior time-management and organizational skills
- Able to travel between stores, affiliates and other locations to support ReStore operations
- Strong written and oral communication skills
- Able to adapt to a dynamic environment with unexpected changes to priorities
- Ability to work with, supervise, and motivate employees and volunteers with a wide range of skills and abilities
- A strong belief in Habitat’s mission and a desire to engage others in the organization’s work
- Ability to flex style to communicate clearly, professionally, and sensitively with diverse audiences of retail managers and sales associates, volunteers, vendors and stakeholders across the affiliate.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds is preferred

EDUCATION & EXPERIENCE:

- 3+ years experience analyzing and improving inventory data, information and processes
- High-level understanding of all aspects of inventory management
- Strong math & analytical skillset

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to adequately traverse a retail store; lifting /carrying minimum of 50 lbs. frequently; plus, bending, twisting, reaching or other similar activities as required
- Ability to use large ladders
- Willingness to work some weekends, evenings, overtime as required and holidays
- Valid driver’s license and ability to be insured under the company’s insurance policy
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable
- Proof of COVID-19 vaccination is required for employment.

WORK ENVIRONMENT & CONDITIONS:

- Workday will include a mix of working in a warehouse/retail store environment and in an office. Some work may or can be done from a home office if desired and based on discussion with Director of IT.
- A Motor Vehicle Report (MVR) will be run for insurance purposes
• Valid driver’s license and ability to be insured under the company’s insurance policy is a prerequisite

**The Starting Salary Range** for this position is $48,600 - $56,900 with consideration given for applicable education and/or experience above the minimum requirements.

**Benefits** available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

Please send resume or work history and statement of interest to HRRecruiting@habitatmetrodenver.org for consideration.

At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.