

Footwear Inventory Manager/Buyer Fleet Feet Rochester & Buffalo

We believe **Running Changes Everything**. If you believe that, too, we want to talk. Catering to more than runners, we pride ourselves on having an inclusive environment! We believe it's a privilege to serve and remain committed to delivering unmatched service and support when outfitting customers in everything they need to have a successful run, whether that's introducing them to their new favorite running shoes, socks, or gear, or inviting them to our next training program run. We like to keep things high-spirited, fast-paced, and fun. We don't mind wearing more than a few hats and stepping in to help out wherever is needed. Our team is a group of knowledgeable and hardworking individuals who work, sweat, and live passionately. We run together to tackle a problem, reach a goal, get encouraged, and nurture our brand each day. We are in full pursuit to find hardworking people to join us on our quest and bring our core values to life.

Responsibilities

As **Footwear Inventory Manager/Buyer**, you will manage inventory by having a clear understanding of store and customer needs. Buying decisions will be based on product selection, price points, and inventory levels. You will have the opportunity to curate an assortment of products that engage and empower your local customer base with guidance from the owner. You will place weekly fill-in orders and future orders. Inventory Managers/Buyers are responsible for ensuring core products and sizes/quantities are always available and not over stocked. You will communicate drop dates, selling points, sell-through strategy, store performance, product launches, and sales/unit numbers. You will get this information by collaborating with our vendor partners and establishing positive relationships with Brand representatives. You will also need to understand the products, how they fit and relate to customers. The goal is to keep inventory at a suitable level to meet store needs without going over or under while making sure staff is fully aware of incoming or outgoing products. Work with Apparel Buyer in managing inventory levels of product. This role reports directly to the Owner.

Qualifications

- Exceptional knowledge of MS Office (Word, Excel, Outlook, and PowerPoint), with superior Excel skills
- Professional and timely internal and external communication
- Strong mathematical skills required
- Process-driven and detail-oriented
- Able to work effectively in a cloud-based inventory management system
- Has a basic understanding of retail buying principles, best practices and inventory management
- Strong communication skills and able to work within a team
- Self-driven, self-taught, comfortable making decisions and deadline driven
- Proficient using vendor based order management sites (B2B websites)
- Understanding of run footwear, apparel and accessories preferred, but not required.
- Create and follow a budget
- Ability to work with global brands on planning future product assortment.
- Support all Fleet Feet initiatives, activities, and functions
- This is an in-person role residing mainly at the Armory location, but there is some travel between our Rochester and Buffalo locations.
- Ability to manage multiple projects, strong planning skills and see plan through to completion.
- Willing to go above and beyond when needed
- Available to work a flexible schedule, including mornings, days, evenings, weekends and holidays
- Ability to lift and move inventory as required (boxes can weigh up to 50 lbs)
- Valid Driver's License Required

Compensation/Perks:

- \$24-\$27 per hourly depending on experience
- Up to 112 hours Paid Time Off based on accrued hours
- \$250/month towards Company Health Benefit Plan

- High Energy and Fun Atmosphere
- Employee Discounts

Submissions

Please submit resume, cover letter, references and employment application to Barb Boutillier at barb@fleetfeetrochester.com

We are an equal opportunity employer and believe having diverse teams in which everyone brings their whole self to Fleet Feet is key to our success. We welcome people of different backgrounds, experiences, abilities and perspectives. That is why we prioritize diversity and inclusion in our hiring practices, our culture, and our engagement with the community.

Fleet Feet franchisees operate as independent business owners. If you apply and are hired at a Franchise location, you would be an employee of that Fleet Feet franchisee and not an employee of the Fleet Feet Corporation.

Additional Requirements: Hours of work for this position may vary based on work schedule. Position requires moving around for periods of 2-4 hours without a rest break, task sequencing, and using point-of-sale computers. Occasional moderate to heavy (50+lb) lifting and carrying, bending and reaching overhead may be required. Work environment includes substantial communication with customers, working in a retail environment with product displays and stockroom with inventory, and potentially slippery surfaces.