

# WILD MUSE INVENTORY SUPERVISOR



## JOB OVERVIEW:

AREA15 is looking for an outgoing, dynamic, and leader to join the Wild Muse team. This role will require someone who is analytical, detail oriented, and process driven. Responsibilities will include, but are not limited to, managing the inventory library, assisting in daily inventory operations, and implementing inventory control protocols. The Inventory Supervisor will need a problem-solving attitude, be a self-starter, a team-player and be flexible while being accustomed to a fast-paced environment.

## RESPONSIBILITIES AND DUTIES:

The Inventory Supervisor will report directly to the Wild Muse Curator and Merchandise Manager and provide insight and statistics on consumer spending behaviors, trends, product performance, and seasonal lifecycles. They will be responsible for assisting in the buying and planning for Wild Muse inventory and contribute in creating SOP's for the department.

- Ensure the customers' journey is our priority in everything we do
- Create ART! Experience for all internal and external guests
- Assist in managing inventory and product mix for Wild Muse and AREA15 retail outlets by meeting and exceeding sales, margin, and inventory productivity goals
- Provide weekly reports to management on inventory statistics and KPI's
- Assist in developing and overseeing purchasing timelines and budget by analyzing KPIs
- Provide insight and statistics on the weeks of supply from sales trends, inventory controls, category performance, product testing and lifecycles, and promotional items
- Assist in processing orders by reviewing and managing invoices, programming merchandise, and communicating with the warehouse team in preparation for release dates. Report any discrepancies immediately.
- Collaborate with Merchandise Manager to track deliveries and address discrepancies with orders or shipments within given time frames
- Collaborate with Wild Muse leadership on regular inventory counts and develop inventory procedures
- Assist Merchandise Manager in identifying and managing POS discounts within IMS
- Prepare month-end sales and inventory reports, working with finance team to identify any invoice discrepancies ensuring COGS accuracy
- Maintain and improve inventory management software controls and procedures
- Create and maintain inventory processes and databases for accurately when managing inventory and financials
- Assist in developing SOP's for the inventory planning and product receiving processes

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## RESPONSIBILITIES AND DUTIES CONT:

- Collaborate closely with the warehouse leadership on all merchandise needs
- Have a positive, upbeat, “whatever-needs-to-get-done” attitude
- Embrace the AREA15 and Wild Muse brand and culture and assist in establishing AREA15 as a fashion and art destination
- Adhere to all property policies and procedures of AREA15
- Be available to respond to time sensitive matters
- Perform other duties as assigned

## QUALIFICATIONS & SKILLS

- Bachelor’s Degree and/or equivalent 3+ years in inventory management and supervisory role
- 2+ years of preparing inventory and product management related reporting and analysis
- 3+ years of experience in processing/auditing/cross-referencing purchase orders and invoices using inventory management system(s)
- 3+ years of leading a full cycle of physical inventory process
- Strong organizational, interpersonal, communication, and analytical skills required
- Ability to manage their time effectively and prioritize tasks while being flexible and adaptable to the needs of the business
- Capability to learn and develop a deep understanding of current and future IMS
- Experience using Microsoft Office Suite, with strong proficiency in Microsoft Excel
- Previous experience in a startup organization is preferred
- Must be in touch with creative side and open to assuming a character during shift
- Must have transportation and be able to work evenings, weekends, and holidays
- Ability to sit, stand, walk, bend, and lift regularly during a shift, and lift up to 30 lbs
- Ability to work in low lighting and sensory sensitive environment that is subject to varying levels of noise, crowds, flashing lights and smog
- Ability to withstand cold and high temperatures and possible sun exposure
- Must be authorized to work in the U.S

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## ABOUT AREA15

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment complex offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including [Dueling Axes](#), [Emporium](#), [Lost Spirits Distillery](#), Oddwood Bar, Wink World, The Beast, a culinary experience by Todd English, and anchor experience, Meow Wolf's Omega Mart, AREA15's is an ever-changing art, retail and entertainment destination attracting locals and tourists of all ages.

For more information visit [www.AREA15.com](http://www.AREA15.com) and follow on Instagram and Twitter: @AREA15Official; Facebook: [AREA15LasVegas](#) and YouTube: [AREA15](#).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

To apply for this position, [CLICK HERE](#).

