

Eminence Organic Skin Care Assembly Inventory Clerk

How to Apply

Please send a cover letter and resume to careers@eminenceorganics.com with 'Assembly Inventory Clerk' in the subject line of the email. For more information on Eminence Organic Skin Care, visit our website www.eminenceorganics.com, Facebook Page www.facebook.com/EminenceOrganicSkinCare and YouTube Page www.youtube.com/user/eminenceorganics.

The Application

Closing Date for applications: Sunday, March 24th, 2019 at 9pm PST

Competitive Salary, Bonuses, Extended Health Benefits, Wellness Program, Product Discounts and Green Transportation Incentives

Location: near Olympic Village at 6th & Columbia, Vancouver, BC, Canada

Our Products

Eminence Organic Skin Care provides premium products and unparalleled service to leading salons, spas and beauty professionals. Pioneer of the organic skin care movement, Eminence Organics combines more than half a century of herbal craftsmanship and innovation with Hungarian-inspired healing to offer results-oriented treatments. All of our products use only the freshest ingredients known to nature without harming animals or using any harsh chemicals - we pick only premium quality ingredients to craft natural, organic and Biodynamic[®] skin care that is good for the earth and good for the skin. Every ounce of our products receives personal attention throughout production and packaging.

Eminence Organics cares about the environment and integrates sustainable practices into every part of our business including planting a tree for every product that we sell through our [Forests For The Future](#) initiative.

Our Company

Eminence Organic Skin Care is the leading name in the field of Organic Skin Care. Eminence Organics is renowned as the most unique and effective line of natural skin care products on the market today.

Eminence Organic Skin Care has been voted by skin care professionals as "Favorite Skin Care Line" and "Favorite Product Education", both for ten years in a row, as well as "Favorite All-Natural Line" for eight years in a row and is considered #1 for skin care results in the natural & organic spa industry. Additionally, Eminence Organic Skin Care has won multiple ["Best of the Best" readers' choice awards](#) for the best skin care products available, awards that are the most unbiased, prestigious honours given in the industry today.

Eminence Organics has also won multiple Environmental Awards & is a [Certified B Corporation](#)[®], recognizing the sustainable farming & green practices we use to create our products as well as recognizing the progressive people practices we exemplify in supporting our team-members.

Since the arrival of Eminence Organics in North America, our business has experienced tremendous growth in every major market in North America and has created distribution channels in over 60 countries.

Currently with over 300 team-members worldwide and with thousands of dedicated and loyal spa and salon business partners, Eminence Organics has products which touch millions of faces and bodies across North America and throughout the world each year. Our charitable initiatives, including the [Eminence Kids Foundation](#), impact thousands of lives each year.

Our Core Values

Extraordinary Service, Infectious Enthusiasm, Sincere Respect, Supportive Teamplay, Proactive Reliability, Passionate Dedication.

Role Summary

The Assembly Inventory Clerk role focuses on the manual movement and storage of components required for upcoming Work Orders. The position ensures all components are picked, staged and prioritized for efficient access by the Assembly Team Leads and Assembly Clerks. This role helps to ensure best resource utilization by minimizing any disruption in the assembly workflow. Other duties include preparing stock for shipment, receiving incoming shipments, entering information into the warehouse management software, and preparing appropriate written documentation.

Note: Fork-lift and other types of storage movement machinery are not used in this role and therefore the Clerk must be able to comfortably and regularly **lift over 45lbs**.

Reporting and Peer Relationships

This role reports to the Assembly Supervisor, receives regular direction from the Assembly Team Leads and works closely with the Assembly Scheduler.

Overall Roles and Responsibilities

Duties and responsibilities include, but are not limited to:

Picking & Staging

- Pick components promptly and accurately using clearly detailed pick sheets
- Organize components based on daily work order priority ready for efficient access by Assembly Clerks
- Prepare and replenish pour rooms ready for Assembly Clerks
- Report pick bin low-outs promptly to ensure that interruptions to work orders are minimized

Product Movement & Storage

- Retrieve and return all components and products onto shelves
- Organize back-stock and overstock behind appropriate shelves
- Reorganize inventory as directed by wider Supply Chain Team
- Daily transfer of Finished Goods to product Warehouse

Inventory & Space Management

- Partner with the Assembly Team on maintaining a clean and organized Warehouse
- Maintain inventory accuracy and integrity
- Conduct periodic inventory checks and recounts
- Work with the wider Supply Chain Team to organize inventory, space and warehouse layout in a way that maximizes efficiency
- Learn product logistics to maximize efficiencies in movement and leave space for future addition of SKUs

Receiving

- Receive materials and verify the accuracy of incoming shipments against packing slip or other records
- Log incoming shipments into Inventory Management Software
- Check for shortages or damaged goods and store all incoming materials in the assigned locations
- Receive and manage overstock (extra inventory of materials)

General Warehousing

- Complete all paperwork as required
- Ensure highest level of security for buildings, equipment and product
- Ensure safety measures are always implemented and adhered to
- Adhere to the policies and procedures in the Employee Handbook
- Exemplify the Eminence core values
- Recycle at every opportunity
- Keep commitments and meet deadlines

- Perform other duties as required

Experience Required

- Experience in a manufacturing environment – 1 year preferred
- Inventory experience – 1 year
- Warehouse experience – 1 year
- Picking, Shipping & Receiving experience – 1 year preferred
- ERP or receiving warehouse software

Physical Requirements

- Must be able to comfortably and regularly lift over 45lbs [will be tested]

Skills Required

- Superb attention to detail and ability to work quickly yet accurately in a fast-paced environment
- Space management and organizational skills
- Affinity with numbers (able to accurately process SKU numbers)
- Analytical thought process and problem-solving ability
- Effective verbal and listening communication skills
- Accurate written and record-taking skills
- Ability to integrate effectively into team and nurture positive interdepartmental relationships
- Knowledge of Mandarin and/or Cantonese is considered an asset