



### **Internal Job Posting**

Date of Job Posting: **4/25/2022**

Department: **Inventory**

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Job Title: **Ordering Specialist**

Hiring Manager:

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Hiring Manager/Contact Info: **(512) 272-4200**

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#### **Job Description:**

Responsible for forecasting and ordering beer and non-alcohol brands.

- Report any out of stock or low levels to the Brand Managers.
- Monitor sales and make order adjustments.
- Keep inventory levels at CWD agreed upon levels.
- Check all dates weekly to see what needs to be moved to another distributor or discounted.
- Work with the Brand Manager, Suppliers and Operations on beer that needs to be destroyed.
- Review, and upload purchase orders to Supplier Ordering Tool.
- Purchase orders and assist with invoice reconciliation when needed.
- Analyze and create forecast and develop orders based on trends and Brand Manager input.
- Establish and maintain supplier relationships with Suppliers.
- Gain understanding of each supplier's internal supply chain process.
- Create reports, collect data, and perform analysis.
- Work with Brand Managers with providing a required action.
- Maintain open and clear communications with the owners, managers, and other employees of Capitol Wright Distributing.  
Work with third party's transportation companies to insure best rate service for inbound shipments

#### **Qualifications:**

- Must be able to multitask in a fast-paced environment.
- Must have strong analytical, attention to details and problem-solving skills.
- Must be computer literate and have working knowledge Microsoft Office.
- Have excellent verbal and written communication skills.
- Ability to spend long hours sitting and using office equipment and computers which can cause muscle strain.
- May have to do some light lifting of supplies and materials from time to time, up to 25 lbs.
- Must be able to build strong internal relationships and be able to work collectively and collaboratively across the organization.

If interested in this position, please contact the hiring manager by the date listed below.

**Date:**

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