

## **Assistant Production Clerk**

### **Job Description:**

LiveTrends Design Group is a design, marketing, and production company that specializes in unique home décor for the mass-markets in the USA and Canada. Our three main Brands (LiveTrends, Urban Jungle and BeYou) are distributed at over 16,000 retail stores nationwide, and all its products are designed and hand-crafted in the Orlando area. All LiveTrends products feature living components (foliage, air plants, succulents, cacti, etc.), which are artfully combined with trend-driven, creatively designed elements to make one-of-kind pieces of living art.

Even though we are only 7 years old, we currently employ over 250 amazing people, and we are growing every day. Our products are available at Lowe's, Target, Publix, Wal-Mart, Home Depot, Costco, Whole Foods, Kroger, Amazon, and many other outstanding retailers in North America.

We are currently searching for a **Production Clerk** who will be responsible for assisting the IT and Production teams with updating and maintaining production work orders in SAP.

### **Responsibilities:**

- Works with production team to maintain accuracy of Production Work Orders and Inventory
- Working in spread sheets and within SAP for Production and MRP / Net Requirements
- Assists in day to day Inventory Management related to Production
- Assists IT Team with assigned daily tasks

### **Requirements:**

- Previous experience in a production or inventory environment
- Must have with SAP or similar ERP experience
- Strong Excel skills
- Ability to pay attention to the smallest details
- Ability to learn quickly and the desire to improve old processes
- Ability to work hard and under the pressure of deadlines
- Ability to multi-task within all possible areas of our warehouse

**Apply:** <https://recruiting.paylocity.com/recruiting/jobs/Apply/312204/Livetrends-Design-Group-LLC/Assistant-Production-Clerk>

### **Benefits:**

- Competitive pay structure
- Matching 401k
- Medical insurance and additional health benefits
- Paid time off and paid holidays throughout the calendar year
- Ability to learn, be creative, and deliver truly beautiful products to millions of consumers

- Through proven success, motivation, and teamwork, potential for growth and promotions within the organization

LiveTrends is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors, or any other protected categories protected by federal, state, or local laws.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

LiveTrends does not accept unsolicited resumes from search firms or any other vendor services. Any unsolicited resumes will be considered property of LiveTrends and no fee will be paid in the event of a hire.

**Disclaimer: We do not Recruit nor Hire via Google Hangout. We do not request confidential information via email.**