



## **Inventory Database Coordinator**

### **About LiveTrends:**

LiveTrends designs and produces living home decor that delivers Joy to millions of people in North America.

Even though we are only 8 years old, LiveTrends functions like a fun startup...with the creative and operational maturity of much larger company. LiveTrends has had the incredible organic growth: from 3 to 350 employees in just seven years. Ranked by Inc. Magazine as one of America's fastest-growing companies (#256 on Inc. 500 list), LiveTrends is currently available at over 16,000 stores in the US and Canada, including retailers such as Lowe's, Target, Costco, Kroger, Safeway and Publix.

The LiveTrends Brand's mission is to deliver Joy to people's spaces by fusing Nature and Design into trend-forward, handcrafted living art. All LiveTrends products feature living plants – fashioned into trend-inspired art pieces that uplift and inspire any home or office interior.

LiveTrends operates like a fashion brand, with full-time designers conducting trend forecasting, product development, and consumer testing on an 18-month product design cycle. In addition to its headquarters in Florida, LiveTrends has design and research partner offices in Europe and Asia. This enables LiveTrends to design over 400 unique product collections each year.

LiveTrends feels humble, just like a local brand, but it carries a wide international footprint. And while all of us at LiveTrends take our work seriously, we never forget to have fun doing it. LiveTrends was built on five specific Core Values: Creativity in Everything, Achieve the Impossible, Craving for Excellence, Passion for Life, and Team as Family. All of us at LiveTrends genuinely associate with and live these values.

### **LiveTrends Creative Ambience:**

Our culture is based on collaboration, accountability, empowerment, and continuous learning. If you step into LiveTrends office, you will immediately feel it: you are welcomed by the pleasant smell of natural wood (we are in a refurbished old building that is covered with natural cedar), open collaborative spaces, 3D printers, good music, jungles of live plants, exciting projects in incubation, creative people...and of course, our own office dog named Ralph. The huge, open plan studios invite collaborative creative work, and you'll hear accents from all corners of the globe – diversity is big for us and we love it here that way.

Our office is just a few steps away from our assembly center. You can take a short walk and see how hundreds of design ideas, which were initiated many months before, are finally taking life in the hands of 120 assembly artisans.

It is also very rewarding to take a walk to the nearest Target, Publix or Lowe's and see how thousands of people interact and enjoy the LiveTrends products. Currently, we reach the homes of 200,000 people each week and we have plans to reach a lot more in the next few years.

### **Inventory Database Coordinator**

Reports directly to Assistant Controller

#### **Responsibilities:**

- Extract and consolidate data from internal costing database and PLM software to utilize in setup of inventory items and BOMs in SAP.
- Maintain cost and specifications of hard goods, accessories, packaging, trays, samples, starter material, stock material, live goods, assemblies, overhead, labor, lead time, etc. in SAP.
- Standardize item naming conventions and units of measure.
- Update and maintain customer price lists.
- Develop procedures to audit the accuracy of your work.
- Must be comfortable questioning the validity of information obtained from external sources.
- Assist Cost Accountant and New Product Design team with ad hoc projects related to system updates and inventory data audits.
- Conduct physical inventory counts and assist with production time/overhead proofing.
- Audit current inventory items and BOMs for accuracy.

#### **Requirements and Qualifications:**

- Experience with large ERP system – SAP Business One preferred
- Intermediate Excel Skills
- Extremely detail oriented and analytical.
- Ability to strategically prioritize urgent requests from multiple users and effectively communicate projected completion times.
- Experience with inventory, warehouse, manufacturing, and/or logistics.
- Ability to work both independently for long periods of time and collaboratively with all departments.

#### **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

**Performance Requirements:**

- Full Time
- Schedule may fluctuate based on departmental and period closing requirements.
- Observance of all company Policies and Procedures.
- Physical demands include light work, prolonged walking and/or standing along with the occasional exertion of up to 25lbs of force.

**To Apply:** <https://recruiting.paylocity.com/recruiting/jobs/Apply/623332/Livetrends-Design-Group-LLC/Inventory-Database-Coordinator>

**View us at:**

[www.livetrendsdesign.com](http://www.livetrendsdesign.com)

<https://www.facebook.com/livetrends/>

<https://vimeo.com/202395651>

<https://vimeo.com/156534745>

<https://vimeo.com/202393422>

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 advertise, recruit nor hire via Google Hangout. We do not request confidential information via email.**