



JOB DESCRIPTION

TITLE:	AIM Coordinator 1,2,3	DATE:	5/12
REPORTS TO:	Dealer Services Manager	FLSA STATUS:	Hourly Non-Exempt
DEPARTMENT:	Service Operations	MGT/SPVR:	No

SUMMARY

Manages the asset management software program for client inventories and inventory activities. Provides technical support to warehouse staff, produces reports for clients and dealership, and ensures accuracy of inventory through double-checks and cycle count processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Maintains AIM's system to include moves, adds and deletes.
- Performs regular audit, cycle counting functions to maintain database information accuracy.
- Creates required reports at prescribed designated time frames.
- Audits inventory and tracks metrics in the areas of cost, quality, and timeliness.
- Facilitates communication meetings concerning re-order, reduction, repair, and sale of customer inventory.
- Facilitates and tracks movement of inventory in and out of warehouse.
- Communicates solutions to requests for inventory in a timely manner.
- Facilitates interaction with AIM team to meet client requirements.
- Develops a clear understanding of specification tool usage.
- Notifies Warehouse Supervisor of space needs to accommodate increases or decreases in customer inventory.
- Coordinates and manages the disposition of all returned product to the warehouse.
- Demo Chair Program - maintains inventory in AIM program, schedules delivery/pick up of chairs with clients.
- Performs other duties, as assigned by senior warehouse personnel and senior management, as required.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

AIM Coordinator 1 - Requires a high school diploma or GED plus Bachelor's degree and up to 2 years of related experience; or equivalent combination of education and experience and/or training with contract office furniture systems, most preferably with Herman Miller furniture systems. Has knowledge of commonly-used concepts, practices, and procedures within field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Operations database experience is preferred, as well as previous working experience with Lotus Notes, Microsoft Word, and Excel.

AIM Coordinator 2 - Requires a high school diploma or GED plus Bachelor's degree and up 2-5 years of related experience; or equivalent combination of education and experience and/or training with contract office furniture systems, most preferably with Herman Miller furniture systems. Familiarity with standard concepts, practices, and procedures within field. Relies on limited experience and judgment to plan and accomplish goals. Operations database experience is preferred, as well as previous working experience with Lotus Notes, Microsoft Word, and Excel.

AIM Coordinator 3 - Requires a high school diploma or GED plus Bachelor's degree and at least 5 years of related experience; or equivalent combination of education and experience and/or training with contract office furniture systems, most preferably with Herman Miller furniture systems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead, train and direct the work of others. A wide degree of creativity and latitude is expected. Operations database experience is preferred, as well as previous working experience with Lotus Notes, Microsoft Word, and Excel.

LANGUAGE SKILLS

Ability to fluently speak and understand English. Ability to comprehend and follow verbal instructions given in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English. Ability to write routine reports and correspondence in English. Ability to speak effectively, in English, before groups of customers or employees of organization. Must communicate in English via telephone to management, customers, vendors, and/or other employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, proportions, and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a current valid California driver's license, current proof of insurance of a registered operable vehicle as required by law, and/or be insurable by the Company's vehicle insurance carrier in order to operate company vehicles. Fork lift operation certification is also required. (Training and certification will be provided if required in order to meet this requirement.)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, and frequently to operate a computer keyboard, mouse, and telephone keypad. The employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds with assistance or equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is sometimes exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate, but can be loud if working at a customer or vendor construction site.

Equal Opportunity Employer—minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.