

JOB POSTING

TO: All Employees
FROM: Human Resources

Position for Training: *Data Management*

Number Needed: 1

Posting Date: June 27, 2022

Comments: - Set up, maintain and test all product data, costing, pricing & limits in both the Primary (LVB) and Web Ordering (MySQL formats).
- Work with Inventory/Purchasing/Marketing flagging things in stock, setting up items and materials.
- Set up and maintain Overstock and promotions.
- Work with Customer Service with any order entry issues. Overriding rules as requested with QIR's.
-Create and maintain Bill of Materials for all products offered, includes working closely with R&D and Data Processing departments.
-Knowledge of Excel and the LVB system is preferred.

Non-probationary employees interested in the above position for training should request a bid sheet before the end of the removal date noted above. This posting will remain in effect for up to thirty days.

Interested employees should be aware that placement in the position for training and shift indicated above is not meant to be temporary. If awarded a different position you will be on a sixty (60) day trial period. Positions for training will be awarded according to skill, ability, attitude, attendance and suitability for the position as well as length of service. If the above position is for an office position, we request a resume and testing may be required to determine keyboard and ten key experience.

When you successfully bid for a change in shift or position, your previous vacation schedule will be subject to change dependent upon the schedule of the new department.

Regardless of the title of the classification posted, employees of any sex are encouraged to bid if they feel they can perform the job. Lafayette Venetian Blind does not discriminate on the basis of age, sex, religion, national origin or physical or mental handicap.

BID SHEETS CAN BE OBTAINED FROM HUMAN RESOURCES

