



Cycle Counter Coordinator

SUMMARY

The Cycle Count Coordinator is an essential position in ensuring that the inventory needs of operations are met and that inventory records are accurate. They ensure the accuracy of the perpetual inventory at all times by researching inventory variances, maintaining the integrity of product storage locations, and monitoring material receiving and other material movement transactions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform daily cycle counts of inventory on production floor and in the warehouse(s)
- Publish daily cycle count results
- Research inventory discrepancies.
- Maintain labeling for all physical spaces where material is stored (a place for everything and a label for every place).
- Verify Inventory on stock outs and shortages
- Maintain and improve relations with warehouse personnel to optimize the movement of materials throughout the warehouse(s) and production floors. Analyze material movements and report performance.
- Assist Procurement department in maintaining and improving all inventory replenishment systems.

QUALIFICATIONS

To perform this job successfully, an individual must:

- Possess a valid driver's license at all times.
- Have forklift experience.
- Be able to lift 50 lbs.

EDUCATION AND EXPERIENCE

- High school diploma or GED (General Education Diploma) equivalency
- Physical inventory and cycle counting experience
- Some experience in Excel and a respective ERP system preferred
- Ability to formulate solutions and resolve issues in a timely manner

LANGUAGE SKILLS

Ability to communicate throughout the organization in written and verbal form. Ability to read, analyze, and interpret general business periodicals, professional journals,



technical procedures, or governmental regulations. Ability to write reports, business correspondence, and technical documents. Ability to effectively present information and respond to questions from groups of managers and customers.

MATHEMATICAL SKILLS

Ability to apply simple math concepts such as fractions, percentages, ratios, and proportions to practical situation.

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. Ability to work for extended periods of time at a workstation on a computer.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. 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 frequently exposed to wet and/or humid conditions; high precarious places; Light industrial work environment – heated but not air conditioned. Personal protective equipment (PPE) must be worn as required.