



Inventory Control Specialist

SUMMARY

The Inventory Control Specialist is an essential position in ensuring that the inventory needs of operations are met and that inventory records are accurate. This includes activities such as running daily cycle count reports, researching inventory discrepancies and driving continual improvements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Resolve daily cycle count discrepancies thru root cause analysis.
- Examine and recommend procedures and policies that improve inventory efficiency and accountability.
- Research material movement and track results.
- Maintain PFEP Data Base.
- Maintain labeling for all physical spaces where material is stored (a place for everything and a label for every place).
- Run and resolve negative on hand issues.
- Resolve daily receipt discrepancies.
- 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.
- Develop, maintain and evaluate inventory reports.
- Develop new applications and tools to help make sure that inventory does not negatively affect order fulfillment.
- Develop deep understanding of ERP features and functionality in order to recognize the impact of multiple departments on inventory records.
- Compare and contrast material BOMs with actual production processes.

QUALIFICATIONS

- Proficiency in Excel required.
- Strong Proficiency in ERP systems.
- Able to effectively communicate ideas in writing.
- Must be a self-starter with a high degree of self-direction.
- Effective organizational and interpersonal skills.



EDUCATION AND EXPERIENCE

- Solid understanding of manufacturing environments, including purchasing, inventory and warehouse operations.
- College Degree or a minimum of 3-5 years' experience in inventory control.

LANGUAGE SKILLS

Ability to speak effectively with customers, fellow team members, and management. Excellent interpersonal and organizational skills a must. Must be able to work independently, meet deadlines, and manage multiple tasks simultaneously.

MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to interpret a variety of instructions and drawings furnished in written, oral, diagram or schedule form.

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 25 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. Office environment with several co-workers at separate workstations.