

Inventory Control Specialist Job Description

Job Title: Inventory Control Specialist

Reports to: President and CEO

Based at: 2960 Napier Avenue Macon, Ga. 31204

Job Purpose: The Inventory Control Specialist, oversees the ordering, storing, receiving, and distributing processes for equipment, machinery, products, and supplies. The main duties include controlling the flow of supplies and equipment, tracking, and analyzing inventory maintenance and developing protocols for loss mitigation

Job Duties and Responsibilities:

- Assume ownership of warehouse inventory counts.
- Ensure inventory accuracy
- Visually recognize inventory opportunities and react accordingly.
- Ensure adequate inventory levels to minimize shortages.
- Be accountable for returns of material overages and/or materials with monetary deposits
- Monitor and effectively work inventory management reports.
- Implement and maintain proper item location codes.
- Oversee introduction of new items.
- Load and unload new merchandise into inventory system.
- Monitor shrinkage and recommend ways to reduce theft and breakage in the warehouse.
- Identify obsolete inventory and determine how to best remove it.

Key Characteristics: Strong work ethic. Strong communication skills. Self-motivated with a desire to succeed. Strong analytical skills with ability to identify and investigate inaccurate inventory counts. Detail oriented, organized person who is adamant about accuracy. Understanding of the flow of merchandise. Dependable, reliable, and conscientiousness.

Minimum Requirements:

Education/Training: High School degree, some college preferred. General understanding of inventory principles and experience with warehouse and heavy equipment. Understand the flow of merchandise. CDL is a plus. Must be able to pass Criminal Background and Drug & Alcohol Screen.

Strong communication skills, exceptional organizational ability, high attention to detail, and ability to multi-task Ability and willingness to work flexible hours including evenings, weekends, and holidays to meet the needs of the business

Physical Requirements: The minimum physical requirements for this position include ability to operate a personal computer. Ability to stand and/or sit for an extended period of time. Ability to climb a ladder. Move and handle boxes of merchandise and fixtures throughout the warehouse and job sites, which entails lifting and performing all functions as set forth.

Job duties may change based on the needs of the business.