# Job Description

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| Position Title | Department | Reports to |
| Inventory Specialist  | Shipping  | Supply Chain Manager |
| Employment Status | FLSA Status | Issue Date |
| [ ]  Temporary [x]  Full-Time [ ]  Part-Time | [x]  Non-Exempt [ ]  Exempt | 08/16/2023 |
| Job Description No. | Revision No. |  |
| SH-600.4 | 0 |  |

## Position Summary

We are seeking a detail-oriented and organized individual to join our team as an Inventory Specialist. As an Inventory Specialist, you will play a crucial role in maintaining accurate records of inventory levels, tracking product movements, and contributing to the efficient operations of our company. Your attention to detail and ability to work in a fast-paced environment will be essential to ensure the accuracy and availability of our inventory.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

* Inventory Management: Maintain accurate records of inventory levels, ensuring that data is updated regularly in the company's inventory management system.
* Stock Organization: Organize and label inventory items in a logical and accessible manner to facilitate efficient storage and retrieval.
* Stock Replenishment: Monitor inventory levels to anticipate stock shortages and initiate replenishment processes as needed to ensure product availability.
* Data Entry: Enter relevant information into the inventory management system, including item descriptions, quantities, prices, and any relevant notes.
* Reporting: Generate regular and ad-hoc reports on inventory levels, stock movements, and any discrepancies. Provide insights to management about trends and potential issues.
* Auditing: Conduct routine inventory audits to ensure physical counts match recorded figures, investigating and resolving discrepancies as needed.
* Collaboration: Coordinate with other departments, such as purchasing, warehouse, and sales, to maintain accurate inventory records and address any inventory-related concerns.
* Quality Control: Collaborate with quality control teams to ensure that inventory items meet the company's quality standards and comply with regulations.
* Efficiency Improvement: Identify opportunities to streamline inventory processes, reduce waste, and improve overall efficiency within the inventory management system.
* Health and Safety: Adhere to safety guidelines and procedures when handling inventory items, ensuring a safe working environment for yourself and your colleagues.

## Minimum Qualifications (Knowledge, Skills, and Abilities)

* High school diploma or equivalent; additional education or training in inventory management, supply chain, or related fields is a plus.
* Proven experience in inventory management, data entry, or related roles.
* Forklift experience is a must with valid certification card not expired. Will offer onsite training for the right candidate.
* Strong attention to detail and accuracy in record keeping.
* Proficient computer skills, including experience with inventory management software and Microsoft Office Suite (Excel, Word, Outlook).
* Excellent organizational and time-management skills, with the ability to prioritize tasks effectively.
* Strong communication skills, both written and verbal.
* Ability to work independently and collaboratively in a team environment.
* Physical stamina and ability to lift and move inventory items as required.
* Familiarity with safety protocols and procedures related to inventory handling.
* Problem-solving skills and ability to address discrepancies and issues promptly.

## Physical Demands and Work Environment

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

# Job Description (Con’T)

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise.

### Reviewed with employee by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Received and accepted by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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