

Inventory Control Specialist

Req ID: 20803 - Manufacturing/Warehouse/QA - Full-Time

SHIFT: 1st Shift

STARTING WAGE: Starting Wage of \$13.00 per hour, commensurate with experience.

SUMMARY: Supports inventory, purchasing and other administrative functions as directed by management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Research “out of stocks” on a daily basis.
- Research MIS out of stock (OOS) report and complete OOS data report for QI department and enter into OOS database.
- Deliver correspondences, counts, receiving samples, etc. to appropriate areas and filing as needed.
- Handle paperwork and notifications for obsolete isolations.
- Issue E-mail notifications for deplete stock revisions (holds).
- Operation of all other inventory equipment (when properly trained), including but not limited to, forklifts, order pickers, reach trucks, LP lift vehicles, and electric and non-electric pallet jacks.
- Maintenance of inactive items database.
- Maintenance of delivery tickets for entire department and filing.
- Reconciliation of Oracle/Hagan receipt quantity difference reports (biweekly).
- Job log maintenance for receiving ticket information for Payment Systems including databases (job log and receiving)
- Assist inventory department with telephone and issues from other departments.
- Maintenance of flag levels in Oracle.
- Verify all Oracle sheets before items are added by Accounting.
- Entry of “feed assurance” items into databases.
- Maintenance of outside vendor stock for all departments (including number pre-assignment, preparation for receipt into inventory, delivery ticket completion, customer supplied relational databases and/or customer supplied sample logs).
- Maintenance of PS history Excel spreadsheet.

- Must be able to research and follow any reasonable directions given by a Lead, Supervisor and/or Manager.
- Ability to perform all duties of the Inventory Analyst position when needed.
- All other duties assigned by management.
- Overtime required as needed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience. Previous experience with purchasing, printing and mailing industry is helpful.

LANGUAGE SKILLS: Ability to read, write, and comprehend simple instructions, short correspondence, and memos in the specified languages. Must be comfortable interacting with vendors, clients and co-workers both on the phone and in person.

MATHEMATICAL/COMPUTER SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Able to compute rate, ratio, and percent and to draw and interpret bar graphs. PC experience including the basic Microsoft suite of software packages.

REASONING ABILITY: Ability to account for inventory items requested and processed for production fulfillment.

CERTIFICATES, LICENSES, REGISTRATIONS: Forklift Certification (if working in warehouse)

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. While performing the duties of this job, the employee is regularly required to stand; sit; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or

hear. The employee frequently is required to stoop, or kneel. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 75 pounds. Inventory employees will be also required to use and operate (with proper training) equipment and machinery including, but not limited to forklifts, order pickers , pallet jacks, ladders and other related equipment.

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 regularly exposed to moving mechanical parts and/or airborne dust &/ or paper particles. The noise level in the work environment is usually loud. Employees will be working in a manufacturing production environment and at times in an office environment. This includes working around various types of mechanical equipment or in areas where industrial lift trucks are used. All work environments that exceed OSHA's standard on noise levels are required to wear the hearing protection that is provided.