

## JOB DESCRIPTION

Position Title	Department	Reports to
Inventory Coordinator	Operations	Operations Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	04/29/2020

### POSITION SUMMARY

The position for an inventory coordinator is a person who is detail-oriented, exceptionally organized, able to manage complex systems, and who has excellent communication, math and analytical skills, and relevant computer software know-how. Inventory coordinators can expect to work with associated documentation, complete tasks alone and in teams, manage multiple inventories, and report to and advise company management.

Successful inventory coordinators should have a few years' experience in inventory control, excellent time-management skills, and knowledge in organizational techniques. Ideal candidates will also be able to work extended hours if needed and have experience in building strong working relationships.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Meeting supply chain objectives.
- Managing inventory and filing systems.
  - Ordering, receiving and storing per proper procedures
- Supervising complete inventory checks of all stock and supplies on a quarterly basis.
  - Cycle counts on a weekly basis
- Overseeing teams of inventory workers.
- Assessing and improving flows of supplies through companies.
- Ensuring all documentation related to inventory flows is complete, accurate and filed correctly.
- Identifying, analyzing and addressing gaps in inventory processes.
- Distributing materials by filling locations on lines with materials.
- Reporting to management

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school diploma or G.E.D.
- Associates degree beneficial.
- Customer service experience.
- Word processing, database and spreadsheet knowledge
- Must be certified or become certified in operation of forklift

**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.

- May be required to stand for long periods of time
- May involve some repetitive motions
- Must be able to lift up to 50 pounds
- May also engage in frequent bending, stooping, squatting, pushing and pulling of parts and part containers
- Due to the open environment of the warehouse, must be able to work in various weather and temperature conditions to include extreme heat, humidity and cold

**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, other than an "at will" relationship.

**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.