

## **JOB DESCRIPTION**

**Job Title: Inventory Control Analyst**

**Hours: M-F 8am-5pm**

**Reports to: Warehouse Manager**

### **POSITION SUMMARY**

The Inventory Control Analyst will be an essential position in implementing, and monitoring procedures to ensure that the proper inventory is in all warehouse locations. The position will assist management in the development and implementation of a formal program to audit all areas related to inventory movement for integrity and accuracy. This individual will lead the cycle counts in a program to identify and eliminate any problems found in daily cycle counts. Will assist branch warehouses with their inventory control procedures.

### **ESSENTIAL FUNCTIONS**

- Develop, implement, and monitor all key functions related to inventory transactions to assure that they are accurate and timely.
- Coordinate a cycle count program in a perpetual inventory environment.
- Coordinate the cycle count progress and results to identify necessary recounts and processes to be monitored and provide regular reports on the results.
- Perform thorough research and document inventory discrepancies using all available resources to identify root causes and supply possible solutions.
- Work with key personnel to effectively implement process improvements to operational procedures in an effort to proactively optimize overall location and item level accuracy and maintain the highest possible productivity levels.
- Coordinate the efforts of the cycle counts in an effort to identify and correct discrepancies on items at the location level as needed.
- Will monitor warehouse and store transfers for accuracy and cost effectiveness as directed by Purchasing and Distribution Management.
- Special Order SKU's
- Expedites the daily flow of all special order SKU's to include receiving, labeling, locating and timely shipping.
- Troubleshoots all special order problems from time of receipt.
- Monitors special order returns, provides reporting and ensures quick returns.
- Ensure that the unit of measure "in" is the same as the unit of measure "out".
- Will be an active resource in the implementation of the new WMS computer system.

### **SUPERVISORY RESPONSIBILITIES**

None

### **EDUCATION QUALIFICATIONS / REQUIREMENTS**

High School diploma or general equivalency diploma and 3-5 years of distribution, warehouse and inventory experience or equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge and understanding of WMS concepts
- Advanced MS Excel, MS Word, and WMS experiences
- Experience with report writing database tools a definite plus

- Proven problem solving abilities and analytical skills
- Effective organizational and interpersonal skills
- Strong attention to detail and follow-through skills
- Must have the ability to work independently
- Must have excellent mathematical skills

**CERTIFICATIONS, LICENSES AND REGISTRATIONS**

Not applicable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

- The employee is occasionally exposed to toxic or caustic chemicals.
- The employee is regularly required to work in an office, warehouse, or outdoor environment which may be cold or hot depending on the season.
- Specific vision abilities required by the this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee frequently is required to stand sit, walk, or stand.

**ADDITIONAL REQUIREMENTS**

Will be required to perform other duties as requested, directed or assigned.