



Effective December 1, 2022

JOB DESCRIPTION

JOB TITLE: Inventory Control Associate
DEPARTMENT: Customer Operations
REPORTS TO: Bradley Starrett, Fulfillment Manager
FLSA STATUS: Non-Exempt

JOB SUMMARY: The Inventory Control Associate is responsible for inventory storage and movements within and between the assigned inventory locations as well as packaging, shipping and receiving from the assigned location. Tasks performed by this role will ensure accurate and timely inventory transactions, proper storage and handling of assigned materials, safe and efficient operation of day to day warehouse activities.

SUPERVISES: N/A

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Receive and inspect shipments for accuracy, catalogue receipts and distribute appropriately.
- Coordinate with Purchasing or other affected parties on any discrepancies.
- Stock inventory or other assigned items in assigned locations or as needed to protect inventory and to efficiently move inventory as needed.
- Issue materials as needed to support internal requests, work orders, sales orders, transfers etc. and enter transactions to account for materials movements.
- Process inventory transactions to complete work orders, sales orders and transfers.
- Package and ship items for sales Orders, work orders and transfers and other shipments as needed to support business operations.
- Perform cycle counts of inventory on a periodic basis as assigned.
- Maintain an orderly, organized and clean workspace.
- Request tools and supplies needed to execute job duties.
- Perform other duties as assigned.

REQUIRED SKILLS/ABILITIES:

- PC literacy with basic competency in Microsoft Office Suite programs (Outlook, Excel and Word) is preferred
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to perform transactions and light transaction analysis in the inventory control software application
- Ability to multi-task
- Ability to function well in a high-paced and at times stressful environment
- Ability to use independent judgment in resolving various issues



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- Ability to collaborate with team members and other departments

EDUCATION AND EXPERIENCE:

Education: High School Diploma

Experience: 2 -3 years of shipping and inventory management experience preferred

Knowledge:

- Working knowledge of Inventory Control Applications
- Working knowledge of third-party logistics on-line applications such as Fed Ex, UPS and others as assigned
- Working knowledge of fork lift operations or other machinery (scales, pallet jacks, etc.)

PHYSICAL REQUIREMENTS:

Working Conditions: This is a full-time office/warehouse environment position

Physical Activities: Frequent climbing, standing, stooping, and lifting up to 50 pounds

Physical Demands: Prolonged periods of sitting at a desk, working on a computer, and other repetitive motions.

NOTE: This job description is not an employment agreement or contract. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.