



Inventory Control Specialist

Job Description

Position Summary

This position works as an integral part of the production, procurement, warehouse, and distribution teams to ensure that finished goods, supplies, and packaging inventory stock levels are reflected accurately for reporting purposes to all business units. This will be accomplished through physical verifications, cycle counting, reconciling, and recording approved counts in the system.

Responsibilities

- Ensure accurate material inventory
- Validate received material for correct items, case counts, total quantities, lot validations, and paperwork.
- Conduct daily analysis to identify potential inventory issues.
- Review inventory for short shelf life, obsolescence, and FIFO auditing.
- Report on inventory activities, variances, and damages.
- Develop and implement inventory control procedures and best practices.
- Establish and execute cycle-count schedules that are aligned with operational objectives.
- Maintain cycle-count records for management review and provide reports related to the cycle-count activity.
- Help update Standard Operating Procedures as needed to document best practices.
- Perform additional tasks as assigned by management.

Qualifications

- 3+ years' experience in inventory management
- College degree in business concentration or equivalent work experience
- Proficient in Microsoft products
- Inventory/ERP software experience, NetSuite preferred
- Automotive parts experience a plus
- Ability to work independently with minimal supervision
- Excellent organization, time management, communication skills and attention to detail

Job Type: Full time, First shift, M-F

Pay Scale: Hourly, Based on Experience

Benefits: 401K with Match, Profit Sharing, Paid Vacation, Paid Holiday, Paid Personal Days, Health/Dental Insurance with Employee Coverage, Employee Discount