

Job Summary:

The Inventory Control Specialist will maintain the organization's inventory, ordering and supplying necessary items while maintaining accurate records of all procurements.

Duties/Responsibilities:

Sorting Merchandise

Warehouses store a wide range of products and it is up to the warehouse workers to sort the deliveries out and group the same type of products together. Sorting the deliveries also facilitates record keeping and filling of orders when the time to use in our simulators or time to ship the parts to our other sites.

Taking Inventory

Taking inventory is a significant responsibility for the warehouse worker. On receipt of the merchandise, he should count and record the number of stock items and to do the same when it is being released. In discharging this responsibility, the worker ensures that the warehouse manager and the merchandise owner are updated on the availability of stock.

Store Merchandise

It is the duty of the warehouse worker to tag, mark or label stock items and to implement the best method and location for storage in the warehouse depending on the nature of the goods. The worker stores the goods according to the designated system of storage in the warehouse.

Responsibility:

- Receiving, inspection and quality
- Pack all items approved for repair.
- Pack all items intended for other building
- Make list of all obsolete parts
- Inventory Maintenance
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
- Maintains quality service by following organization standards.

- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Contributes to team effort by accomplishing related results as needed.
- Effectively communicate and interact with all levels of employees in person or via e-mail to ensure inventory requirements are met on a daily basis.

Required Skills/Abilities:

- Excellent communication skills with workers, purchasing department, and outside vendors.
- Basic understanding of inventory control procedures.
- Proficient keyboarding skills.
- Extremely organized and able to work with minimum supervision.
- Ability to develop professional relationships with outside vendors.
- Ability to perform basic math calculations.

Education and Experience:

- High school diploma or equivalent required.
- Experience with computerized inventory systems required.
- Forklift operator certification preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 40 pounds at times.
- Must be able to navigate warehouse and reach items both high and low.

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