Job Description:
Inventory Control Technician is responsible for maintaining a computerized inventory of all production and shipping material assets and ensuring the accurate tracking of those assets is in compliance with district, state and federal requirements. This position manages inventory through auditing procedures that include cycle counting of small subsets of inventory, in specific locations, at specifically scheduled times. This individual will coordinate daily audits and cycle counts with the Accounting Department regarding current and future inventory management needs.

Essential Job Responsibilities – will include, but are not limited to:
- Maintains inventory of all material assets
- Audits warehouse inventory reports using physical checks to ensure accurate system accounting
- Enters inventory information into a controlled software system to ensure availability of accurate information
- Prepares and maintains documentation for the purpose of providing written support and/or conveying information
- Reconciles discrepancies in asset records (e.g. physical count versus reported items)
- Coordinates with warehouse managers to facilitate the cycle counting process for each area
- Assists in other areas of the company, as needed (e.g. counting returns, movement of materials, quality control inspections, etc.)

Education and Experience:
- High School Diploma or equivalent
- Ability to read and write basic English
- Basic math knowledge (addition, subtraction, multiplication and division)
- Basic computer knowledge (Microsoft Office, E-mail, ability to learn the inventory software program, etc.)
- Forklift Certified or ability to be trained on warehouse machinery
- Physical requirements include minor lifting and approximately 40% walking, 30% sitting, and 30% standing

Knowledge and Skills:
- Maintains high level of accuracy in all aspects of job function
- Conveys a professional and positive image and attitude
- Demonstrates strong analytical skills with ability to analyze and interpret data
- Maintains excellent oral, written, presentation and interpersonal communications skills
- Team player with the ability to interface effectively with all levels of the organization; executives, staff, clients, outside agencies, organizations and individuals
- Demonstrates commitment to continued professional growth and development
Competencies:

- Quality Oriented
- Integrity / Ethics
- Teamwork
- Strategic Thinking

Salary Range:

- $30,000 - $36,000

Disclaimer:
This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, may be part of the job.