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# Example of Inventory Control Associate Job Description

Our innovative and growing company is hiring for an inventory control associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for inventory control associate

* Maintain a clean, organized Store environment
* Research any issue when an EDI transmission fails and manually make the corrections
* Process transfers from warehouse to warehouse internally so value of inventory is maintained
* Once a year each forward warehouse has a physical count of all inventory
* Create invoice for deductions from the Supplier or the Warehouse
* Supplier bill-backs for owned product for inbound damages, spoiled or out of date product or returns to the vendor
* Supplier bill-backs for consigned product for OS&D’s or returns to the warehouse
* Create invoice to bill-back warehouse for detention charges and add to the A/R trial balance to be cleared by check
* Create OC’s to bill warehouse for warehouse damages and place payment due on the A/R trial balance
* Create a manual invoice to bill supplier for returns of owned product if we are no longer doing business with that supplier

## Qualifications for inventory control associate

* Daily logs are checked to verify all inbounds and outbound have updated for that day
* Code all approved storage bill invoices and forward to the expense desk to be vouched
* Maintain a spreadsheet for each bill
* Make sure all products on the Hold Reports are placed on hold until the warehouse releases, dumps, donates or returns the product to the supplier
* Cut reports from the warehouses are reviewed daily
* RDC Item Adoption - This ensures operating companies are able to buy into the RDC