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# Example of Inventory Control Associate Job Description

Our company is growing rapidly and is hiring for an inventory control associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for inventory control associate

* Utilize the RF Gun to Cycle Count Inventory
* Responds to shipping, receiving, delivery requests in a timely and professional manner
* Provides back up for Logistics staff
* Contact carriers for updates on freight in transit
* Identify potential issues that may case shipments to miss intended delivery times
* Coordinator between internal team, Penske, and freight carriers
* Ensures daily Operational processes are completed in timely and accurate manner
* The ICA is/may be responsible for contacting suppliers/vendors directly to handle integrity issues
* Comply with all Environmental Health and Safety rules and regulations
* Exhibit continuous improvement-oriented behavior

## Qualifications for inventory control associate

* Must have intermediate computer skills such as
* 2-3+ years’ experience (no degree required)
* 1 year of Green Screen/POS and our online sales system experience is required
* Analyze inventory issues in the plant, with respect to cycle counts, inventory accuracy
* Other inventory control duties as defined by management
* Experience with Oracle Database will be considered an advantage