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# Example of Inventory Control Associate Job Description

Our company is looking for an inventory control associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for inventory control associate

* Organize and maintains a clean and organized work area at all times
* Work overtime as needed based on customer needs
* Maintain the correct quantities of inventory for the warehouse
* Ensure proper care in the use of maintenance of material, equipment and supplies
* Follow established department policies, procedures, and objectives
* Generate all related paperwork and necessary information requir4ed to post inventory records
* Performs inventory storage and letdown activities in a timely, accurate, and efficient manner to enhance the pick and pack process
* Maintains adequate stock take procedures and assists in maintaining reliable stock records
* Ensures that a cycle count program is performed on an ongoing basis
* Researches missing units and other variances in timely manner

## Qualifications for inventory control associate

* Ability to measure and evaluate work processes, services and products to achieve organizational
* Identifies and removes obstacles to ensure organization results are achieved
* Minimum of 2 years of experience in Logistics, Warehouse, or Inventory Control
* Preference for candidates with a construction background
* Supports rework, send out, and recall efforts in partnership with Inventory Control Analyst and Production team
* Excellent communication skills, self-confidence, maturity, and the ability to work well independently or as part of a team