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# Example of Inventory Control Associate Job Description

Our company is looking 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

* Maintain good relationships and communication with Customer Service, Fulfillment, Finance, Ecommerce, Quality Assurance to be sure all inventory needs are met in a timely manner
* Initiate Inventory Adjustments as needed while partnering with Finance
* Ensure all shortage related variances are researched and adjusted in a timely manner as to not impact the customer experience online
* Keeps area clean, safe, and orderly
* Communicates with Supervisor/Department Manager on performance to plan throughout the shift
* Track inventory with precision and complete daily reports for the Store
* Working closely with the project manager and customer to understand the nature of the trial and the impact on demand for inventory and required maintenance
* Receiving, reviewing and documenting rental inventory, while coordinating with Operations on receiving inventory as necessary, storing it securely and preparing for shipping as specified by customer
* Setting up and maintaining the required database for each Clinical Trial Customer, or other new Rental Site Customer
* Reconciling and submitting periodic inventory, shipment and service reports to project managers and customers

## Qualifications for inventory control associate

* Knowledge of inventory management a plus
* Mathmatical skills
* Pallet Jack stand-on
* Use of scissor lifts
* Must be okay with being lifted in scissor lift & harnessing
* Plus one to three years office experience or equivalent training and experience