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# Example of Inventory Control Coordinator Job Description

Our company is searching for experienced candidates for the position of inventory control coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for inventory control coordinator

* Solve process issues in a timely manner by interacting with appropriate departments
* Use MRP system and related tools to develop reports that can be used by Materials Management personnel to monitor, control, and reduce inventory
* Update, revise, and enforce standard work instructions and operation manuals for the department, ISO work instructions and operations manuals where appropriate
* Monitor scanning transactions, report errors, and take corrective action
* Approve Material Requisitions (MR) and Engineering Change Requests (ECR) • Physically and systemically receive/issue individual material requisitions from internal and external departments
* Perform month inventory monitoring through book to book and cycle counting one physical count of all stocks per year at in scope locations and make appropriate and timely system adjustments to correct stock quantities
* Ensure compliance with policies and procedures within the scope of this function and monitor performance of 3PL’s using department established key performance indicators
* Has knowledge of all related bills of materials (BOM's)
* Data entry of all inventory related transactions into Oracle (receipts, production, shipments)
* Performs daily validation of transactions between manual records and Oracle

## Qualifications for inventory control coordinator

* Minimum of 2 years administrative experience in the last 5 years, within a purchasing department, quality assurance or equivalent advanced education
* Must be currently able to use Outlook E-mail, and have current skill level of intermediate Word, Excel, and Internet, along with general computer knowledge
* WMS/ERP experience is a plus
* Periodically reviews all process specifications to determine if they accurately reflect the process requirements and test techniques
* Consistently reviews quality yields and develops corrective actions to eliminate any yield detractors, further improves the process and product reliability
* Windows, MS Office 2003/XP (Excel, Word, Access and Power Point)