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# Example of Inventory Control Coordinator Job Description

Our innovative and growing company is hiring for an inventory control coordinator. 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 coordinator

* Review and maintain master spreadsheet and work orders
* Expedite production of repairs and establish delivery dates to customers
* Accurately process customer transactions such as orders, quotes and returns as needed
* Coordinate and expedite the flow of material to meet the schedule
* Evaluate cycle counts, monitor and maintain accurate inventory levels, analyze transactions, and support production
* Receive, issue and reserve steel including production cuttings
* Analyze existing plate inventory and make appropriate steel substitutions
* Coordinate the transfer of raw material between plants
* Cycle count plate inventory
* Advise and assist with substitutions for non-conforming material, missing material, late material, and/or production errors needing material

## Qualifications for inventory control coordinator

* In the process of moving furniture, accessories, boxes and packages from one location to another, the inventory control coordinator must lift, bend, stoop, reach, twist, push and pull
* Adhere to all SOX requirement as stated in the most current SOX Requirement release by Tenet Corporation
* One (1) year experience in purchasing, preferably in a hospital setting with at least 4 years of experience in the field or in a related area
* Verify and adjust inventory
* Receive and check in material from vendors
* Supervise and assist in material handling