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# Example of Inventory Control Job Description

Our company is hiring for an inventory control. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for inventory control

* Responsible for stocking ,verification of received items to their proper bin/stock location
* Properly prepares inventory and quality investigations and audits
* Checks in Delivery Drivers, inspecting all returning trailers, verifying returned goods and damaged products and re-entering goods into inventory
* Handles all matters relating to inventory control, checking quality of designated product, taking daily inventory on product
* Breaks full cases of produce into smaller ones
* Keeps inventory up on a daily basis
* Sorts through pallets of bad products
* Determines quality of products returned by customers
* Maintaining the integrity of the facility through cycle counts and various audits
* Coordinating monthly/quarterly physical inventories and development of follow up reporting

## Qualifications for inventory control

* Previous experience in a electronics/computer-oriented position preferred
* Must have basic oral and written communication skills, professional phone etiquette
* Minimum N/ O Levels / NTC
* Minimum 1-year experience preferably in warehouse environment
* Able to operate forklift will be an advantage
* Class 3 license will be an advantage