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# Example of Inventory Technician Job Description

Our growing company is hiring for an inventory technician. 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 technician

* Re-stock and cycle count all IT storage locations
* Notify appropriate parties when inventory items need to be ordered according to specific threshold and minimum re-order points
* Interface with various teams to fulfill tickets in accordance to target timeline
* Assist in receipt and tracks storage of inventory items
* Perform scheduled physical inventory of assets and peripherals as assigned
* Maintain, troubleshoot, review, analyze inventory discrepancies, and provide recommendations for resolution/implementation
* Check shipments for accuracy and condition
* Assist in the preparation of end of life and e-waste inventory disposition
* Ability to successfully navigate and perform well in a dynamic fast-paced team environment
* Must have good organization skills, and work with strong attention to detail

## Qualifications for inventory technician

* Experience working directly with customer (customer service preferred)
* Microsoft programs – Outlook, Excel, Word and Navision a plus]
* Willing and regular communicator with supervisors and co-workers
* Dependable, punctual, and good attendance
* Visually inspecting pieces of sheet products for various types of defects, rejecting those that do not have acceptable quality
* Using due diligence in everyday tasks