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# Example of Senior Inventory Job Description

Our growing company is searching for experienced candidates for the position of senior inventory. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior inventory

* Inventory management, support technical team on part requests, purchasing, and maintaining work instructions/standard operating procedures (SOPs)
* Frequent bending and lifting of up to 20lbs
* Execute month end, quarter end and year end procedure driven by Global IT for PO/goods receipts across multiple plants
* Loads/unloads materials within a warehouse/yard utilizing hand trucks, fork lifts, hoists, or other handling equipment to move materials
* Receives materials – signs off, unpacks, records and dispatches when appropriate
* Inspects goods upon delivery to verify delivered goods match order specifications and are in good condition
* Researches any delivery delays/inconsistencies of materials ordered against Purchase Order (PO)
* Reports damaged goods to vendor for action
* Record received materials in inventory system
* Sort, label and store delivered goods in appropriate location

## Qualifications for senior inventory

* Minimum 3-5 years of Cost Accounting work experience including variance tracking
* Experience with a standard costing and royalty accounting system including variance analysis
* Ability to review and interpret legal contracts and its contents
* Working knowledge of transacting in Oracle 11i or R12
* Understanding of the systems, processes and controls involved in recording transactions in the JDE accounting system, the interrelationships that exist
* Bachelor’s degree in Business, Supply Chain, Accounting, Finance, or related field