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# Example of Warehouse & Inventory Job Description

Our company is looking to fill the role of warehouse & 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 warehouse & inventory

* Receives incoming materials, unloads, verifies correctness of received material against bill of lading invoices and checks for damaged parts, Inputs shipments into inventory
* Places parts into inventory bins and performs daily cycle counts
* Supervise warehouse Gate Checkers and Inventory Coordinators
* Communicate all significant inventory information to the Warehousing & Logistics Manager, Supervisors and other management to help facilitate shortage detection
* Direct Cycle Counting program and perform cycle counts
* Provide leadership and perform physical inventory counts during semi-annual physical inventory
* Review and process daily GSO (General Stores Order)
* Assist in any product recalls
* Facilitate excess inventory reduction by returning excess products to vendors
* Evaluate inventory levels, making adjustments to inventory min/max/reorder levels, safety stock, lead times, and inventory formulas to ensure sufficient supply to meet customers’ needs while maintaining targeted inventory turns

## Qualifications for warehouse & inventory

* Complete, and actively participate in all of the Company’s EHS training requirements
* Requires knowledge equivalent to four years of high school education
* Requires ability to read, write, add, subtract and familiarity with personal computers and window applications
* No previous experience up to 1 year required
* Six months on-the-job training
* 3+ or more years of warehouse supervision experience