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# Example of Warehouse & Inventory Job Description

Our company is growing rapidly and is looking for a warehouse & inventory. 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 warehouse & inventory

* Review and analyze all changes to product conversions, deletions and additions to determine impact on inventory requirements
* Identify and analyze product trends by supplier and by SKU
* Communicate all significant inventory information to the Warehousing & Logistics Manager and Supply Chain Management to help facilitate shortage detection
* Evaluate inventory levels, making adjustments to inventory min/max levels, safety stock, lead times, and inventory formulas to ensure sufficient supply to meet customers’ needs while maintaining targeted inventory turns
* Interface with and propose solutions to the Director of CSC Operations and Warehousing & Logistics Manager regarding all issues relating to inventory
* Assist in product recalls
* Provide warehouse product training to all new employees and perform follow up education with staff if miss picks become an issue
* Ensure warehouse storage areas are clean and organized, maintain office supply inventory
* Provide leadership and perform physical inventory counts during semi-annual inventory
* Review receiving process if inventory variances occur, instruct and train receiving on accurate techniques

## Qualifications for warehouse & inventory

* Certified forklift driver’s license
* Knowledge of safe work habits for warehouse employees to perform duties free from injuries
* Must be available to work weekends and on-call after-hours
* Ability to lift, carry, push, and drag up to 50 lbs
* Must be able to sit, stand, and bend for long periods of time exceeding 4 hours
* Accurately counts bulk merchandise in primary warehouse location