



# Example of Analyst, Inventory Job Description

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Our growing company is searching for experienced candidates for the position of analyst, inventory. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst, inventory

- Document both electronically and physically, ensuring all information tally to the paperwork received
- Participation in the engineering change requests/orders, excess and obsolete, and new product introduction for the supply chain department
- Oversee cycle count, inventory fulfillment processing and accounting, inventory planning parameters
- Develop policies and procedures for inventory management
- Investigate any inventory discrepancies and close cases independently
- Analyze shrinkage account and make improvement on process and procedure in order to reduce shrinkage account's balance
- Support new store kits shipping including communication with other departments/vendors
- Run reports for period-end, year-end and as needed, and work with accounting department to manage inventory
- Review inventory items' status and follow up as needed (including cleaning up obsolete inventory items)
- Analyzes surplus/excess Inventory across the system and facilitates the sale/movement of inventory to Surplus Dealer

## Qualifications for analyst, inventory

- Knowledge of Inventory Management Metrics such as Overall In-stock, National Division Actual, Advertising In-stock and Inventory Turnover - Total

- Three or more years of experience in warehouse operations, logistics, or related supply chain function
- Must possess effective oral and written communication skills effective decision making and problem solving skills
- Highly self-motivated and self-managed, with excellent prioritization and organizational skill
- Must possess strong analytical skills including problem resolution / analysis
- Inventory Control/Inventory Management experience