



Example of Inventory Assistant Job Description

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Our company is looking to fill the role of inventory assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for inventory assistant

- Work with GBG Insurance broker/agent in the preparation and filing of insurance claims in behalf of any of the existing GBG businesses
- Act as liaison between business and insurance broker
- Monitor shipping reports to make sure orders are on time
- Monitors online orders
- Whenever possible, make sure that part sales are profitable
- Place special online orders as needed, follow up
- Dispose of all debris
- Answer customer questions & parts inquiries by email or phone
- Ship orders using specified shipping applications
- Deliver parts to local independent repair facilities when required

Qualifications for inventory assistant

- Knowledge and experience using various inventory systems
- Outstanding prioritization, time management and organizational skills
- Strong attention to detail and outstanding problem solving skills
- Strong desire to learn & improve processes
- Proficiency in using Planning and Forecasting, Business Objects, LE Mainframe
- Strong knowledge of MS Excel (minimum knowledge includes Pivot tables, Vlookups and basic formula usage)