



Example of Inventory Assistant Job Description

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Our innovative and growing company is looking for an 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

- Ensure the correct transition process is applied for all hardware assets moved to/from storage units, all serviced equipment
- Assist in performing regular hardware audits (bi-weekly as applicable, may require schedule adjustment) to match all planned v actual hardware placements and project hardware ramp
- Monitor, gather and track all inventory assets (placed hardware orders, pick-up, warranty replacement and record their internal status and delivery) serviced consumables
- Assist in monitoring trends and correlate with historical data, along with department requirements at project level to identify equipment requirements
- Participate in performing analysis on requested inventory equipment and offer recommendations based on project specifications, scope and studio-wide impact as applicable
- Audit and assist with hardware movements and equipment transition inside the department to ensure adequate delivery and handling
- Help maintain and audit the internal tool used by Core QA Test to make sure that the equipment placement is organized and correctly structured, and collaborate with projects to resolve outstanding issues
- Plans and allocates resources to effectively accomplish Inventory and SSC objectives including month end, quarter end close
- Use on-line computer system
- Support the implementation of cycle counts in warehouse and production areas

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- Demonstrated teamwork ability, strong individual contributor with a high degree of independence
 - Good communication and ability to mediate interactions with QA partners
 - Able to adapt to shifting circumstances and quick to react to changes
 - Works well under pressure and thoroughly deliver according to set deadlines
 - Communicates clearly and concisely both written and verbally and is able to provide regular status updates at set intervals
 - 1+ years in Testing & QA, inventory management or similar