



Example of Inventory Assistant Job Description

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Our company is looking to fill the role of inventory assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for inventory assistant

- Review of cycle count results and proper research on changes in inventory
- To ensure the prompt inventory accuracy in SAP Company
- Consolidate related documentation and update counts in the SAP system
- Perform physical counts and ensure compliance with cyclic counting metrics
- May lead projects to improve Logistics department performance
- May coordinate with warehouse leaders special or day to day activities to assure department metrics are met, and Logistics area performance improves
- May also manage department metrics
- Advises on purchase schedules taking into account needs for anticipated replacement of, and replacement programmes for all non-staffing related resources
- Oversees receiving and inspection formalities for incoming items
- Assists with initiating requisitions, verifying funding, performing technical evaluations, providing comparative reports of proposed bids, providing preliminary recommendations of successful bids and certifying invoices for payment within the UMOJA

Qualifications for inventory assistant

- Organized, analytic and able to self-regulate the results of his/her work to always provide high quality results
- Good experience with using Office and data collection tools (solid Microsoft

- Demonstrated ability to prioritize, high sense of organization and urgency
- Understand corporate professionalism, able to act with integrity when working unsupervised
- Innovative and open to change, proactively offers and is open to taking in suggestions