



Example of Inventory Assistant Job Description

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Our company is hiring for an inventory assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for inventory assistant

- Analyses trends on usage, costs, stocking levels, and prepares periodic reports and statistical information
- Assists in providing detailed specifications for new equipment acquisitions and in making suggestions for adapting existing equipment to new environs
- Assists in devising systems contract Requests For Proposals (RFPs)
- Providing support to the network field group
- Shipping and receiving of inventory, receiving invoices for payment, creating purchase orders, ordering supplies for office, maintaining records for cell sites, maintaining site list and contact numbers for work groups, and providing updates as required
- Must have at least 2-3 years relevant experience, preferably within a network organization
- Must have the ability to support a group of 20 plus
- Knowledge of PeopleSoft (Purchasing System) , creation of purchase orders
- Experience in a Retail company
- Very good English proficiency (crucial)

Qualifications for inventory assistant

- Previous dealership or "get ready" experience is preferred
- Required to lift or move up to 75 pounds and push carts with loads up to 200 pounds
- Or prepares materials for shipment
- Minimum of 6 months to 1 year of book publishing experience required

- 2 or more years in similar positions