



Example of Inventory Assistant Job Description

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Our company is growing rapidly and is looking 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

- Manages receipt variance process, initiates continual improvement
- Receive merchandise and maintain accurate order and inventory information in Epicor Eagle software
- Research and provide solutions to inventory issues
- Follow through with sales team, customers, and vendors as it relates to all programs
- Processes workflow of items as it moves from inventory control through the various stages of services
- Maintains strict adherence to all security measures and procedures when handling gems
- Participates in the development of improved departmental procedures and techniques
- Communicates effectively, gets along with co-workers and management, deals with others effectively and professionally under pressure
- Checking GIA emails and attending meeting if needed
- Pallet Audit Report

Qualifications for inventory assistant

- English level of at least 60%
- Must be available to work nights, weekends
- Supervises staff within Unit
- Valid driver's license and clean DMV record may be required

- Overtime and working extended hours may be required