

Our growing company is looking for an inventory control analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for inventory control analyst

- Oversee all aspects of the process from warehouse thru destruction company process
- Establish and maintain property book database for all fixed assets within FSRO by location
- Perform record updates in a timely manner, perform audits of property book and submit reports showing results
- Develop any necessary inventory reports by downloading data through various systems, to analyze inventory movements, users, trending, monitoring all open orders in systems, and identify any risk exposure
- Work with planners and warehouse to ensure immediate and corrective actions are put in place and that inventory is fully controlled
- Develop a comprehensive knowledge of all data systems & operating software, to ensure systems communications and monitor for accuracy
- Develop training programs for Parts warehouse /Service Center personnel to ensure procedural compliance of inventory control programs
- Assist with developing effective operational and logistical procedures for the movement, tracking & disposition of all inventory & fixed assets
- Daily reconciliations of gift card activations and redemptions between webstores, gift card vendors, and internal merchandising system
- Work closely with the teammates to investigate and report inventory and sales issues on the webstores

- Minimum of 2 years prior experience in above Inventory Control duties required
- Must be very detail oriented and the ability to multi-task
- Must have a positive attitude, excellent communication skills with focus on teamwork and rapid problem resolution
- English, Spanish languages is preferred
- Oracle and Lucas experience is a plus
- Work on projects with IT to address existing issues in system work on projects for system enhancements