



Example of Inventory Control Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of inventory control specialist. 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 specialist

- Communicate cycle count to Team Lead and Supervisor
- Work closely with other team members in Operations to resolve inventory related issues
- Must be flexibility with schedule to support company goals
- Effective managing, storing and labeling of inventory
- Responsible for identification of parts (PN, date/PO/JO) isolated in MRB
- Help prepare for and take part in, all physical inventories as scheduled by the company
- Assist with inventory maintenance reports
- Staging product for installation team along with routine replenishment of installation parts
- Ensure Magnolia warehouse space is organized and clean (via area of responsibility form)
- Ensures inventory accuracy and inventory control

Qualifications for inventory control specialist

- Must be willing to commit to 18 months of an unaccompanied overseas assignment
- CDL license is a plus

- Receive PO's – Service
- Maintains all shipping and receipts logs