



# Example of Inventory Control Specialist Job Description

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Our growing company is looking for an 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

- Trend, variance, and sensitivity analysis
- Record keeping for SOP's
- Develop actions plans and strategies going forward to optimize inventory costs
- Track and verify shipments organize receivables
- Create pre-set tool kits for each machining job
- Close cooperation with purchasing, a/r and production
- Investigate symptoms and processes causing inventory issues as assigned by the task force leader
- Support Excess and Obsolete analysis on a constant basis
- Implement lean principles as they relate to inventory management
- Communicate effectively and with a sense of urgency across all departments in the plant related to inventory issues

## Qualifications for inventory control specialist

- Minimum of one year of experience within an ISO/AS quality controlled environment
- Minimum of one year of data entry experience within a warehouse, inventory, or manufacturing environment
- Prior inventory control and ERP systems experience

- Forklift exp