



# Example of Inventory Control Specialist Job Description

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Our 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

- Maintaining daily work/scanning documents
- Daily work MX bases, Records and Purchasing
- Evaluate parts and discrepancies for proper locations
- Maintain an accurate file on New Aircraft, Engine and Landing Gear changes
- Maintain an accurate file on part data and vendor assignments
- Review Aircraft parts list to insure accuracy on parts positions
- Research proper manuals and documents for Aircraft effectiveness
- Monitors monthly shipments and receipts at distribution warehouse to ensure accurate accounting of all activity at month-end
- Performs physical inventories and reconciliation of warehouse inventory
- Assists in the distribution of delivery schedules

## Qualifications for inventory control specialist

- Associated Degree a plus
- The ideal candidate is highly flexible, self-driven and accountable, a team player with business acumen and humor
- Should have 2-3 years previous experience in an inventory role
- Must have prior experience in order picker role
- Have a the ability to pay close attention to detail
- Computer skills – (MFG/PRO preferred)