



Example of Inventory Control Specialist Job Description

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Our company is growing rapidly and is looking for an inventory control specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for inventory control specialist

- Adjust inventory in SAP as a result of the daily cycle count program
- Execute SAP material movements to and from 3PL's, subcontractors & outside locations
- Execute SAP drop shipment forms (DSF) transactions
- Review, evaluate, and develop enhancements to optimize the manufacturing and sourcing model for the current manufacturing facility and production lines within the facility to provide the highest level of customer service while realizing lowest landed cost
- Ensure transactions that are not recorded within the proper fiscal period are communicated to finance
- Counts stock items, and records data using computer
- Verifies inventory computations by comparing them to physical counts of stock, and investigates discrepancies or adjust errors
- Stores items in an orderly and accessible manner in warehouses
- Examines and inspects stock items for defects, reporting any damage to supervisors
- Provides assistance or direction to other stockroom, warehouse, or storage yard workers

Qualifications for inventory control specialist

- Ability to do heavy lifting up to 75 pounds

- Familiarity with company products is added advantage in most instances, demonstrating better understanding of the company's expectations
- Ability to perform excellently even when under work pressure, especially in times when shipment or inventory deliveries are forgotten or delayed
- Ability to relate across departments connected to the warehouse, and with other members of staff within working environment
- May require a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area