



Example of Inventory Controller Job Description

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Our company is growing rapidly and is hiring for an inventory controller. 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 controller

- Confidence to liaise at all levels
- Be the kind of person who can spot a potential issue
- Review inventory adjustment requests from sites and Central Warehouse and post approved inventory adjustment requests in ERP system
- Schedule cycle counts for sites and Central Warehouse
- Meet Inventory Reporting requirements at local, regional and global levels
- Participates in inventory audits and cycle counts as required
- Receiving and processing materials inventory management (cycle count and physical inventory, etc)
- Assist in the planning, scheduling and monitoring of movement of materials through entire Production cycle for Production at Menlo Park coordination of materials for contract Manufacturers
- You'll receive an attractive compensation package, life assurance, income protection, critical illness and sickness insurance
- Serve as a power user for OBIE and/or other information technologies used to meet segment and site inventory information needs and objectives

Qualifications for inventory controller

- College or university diploma in economics, finance
- Strong analytical skills, hands-on attitude, accurate working approach
- Presentation and good communication skills
- Ensuring adherence to and continuous improvement of all area / shift MCRS®

- Advanced MS Excel and MS Access experience is preferred