



Example of Inventory Controller Job Description

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Our company is growing rapidly and is looking for an inventory controller. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for inventory controller

- Monitor all company change forms, checking for implication to Service business
- Collect Sales forecasts prepared by Marketing dpt
- Provide administrative support to the Inventory and Requisition Control Team
- Assist with Demand Planning for Extended Docking Work Periods (EDWP) and other projects
- Analyze stock holdings in Babcock's inventory/enterprise control system locations to ensure material will be available for required production dates
- Assist with the input and extraction of information from Material Requirement Planning (MRP) systems
- Assist with the validation of all material requirements including arisings to ensure the appropriate action is taken to obtain material
- Assist with timely acquisition of Government Supplied Material (GSM) to include expediting in accordance with the priorities set by the production schedule
- Support the Procurement team inquiries to validate material requirements
- Additional on-site training will be provided as required

Qualifications for inventory controller

- Degree in Supply Chain Management, Business or Finance
- APICS CPIM qualification preferred

- The ideal background will include accounting, internal controls, supply chain and inventory planning experience with a minimum of 8 years' experience within the manufacturing and /or distribution industry
- Inventory management experience with valuation more than \$700m