



Example of Inventory Controller Job Description

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Our innovative and growing company is hiring for an inventory controller. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for inventory controller

- Execute and transact daily cycle count requirements for production and stockroom inventory
- Investigate Receiving discrepancies – incorrect receipts, production requisition discrepancies, – and report findings to department Team Leader
- Run, review and report the expired stock report looking 1-2months ahead and adjusting Oracle as required
- Maintaining and actioning forms to transact stock adjustments, price changes, transfers, in Oracle system
- Identify and resolve all vendor invoice/purchase order discrepancies prior to the final invoice processing
- Reconcile daily cash sale transaction payments, prepare the bank deposit, process checks for deposit, and prepare and submit required deposit paperwork
- Assist team members in servicing customers including answering incoming calls, faxing, filing and photocopying
- Oversee preparation and consolidation of month-end Inventory reporting
- Preparation of Stock Provision summary which is to be shared with the wider group
- Provide comprehensive analysis on Stock and give explanation where necessary on significant fluctuations

Qualifications for inventory controller

- Proficient in large, automated financial systems such as Oracle, Hyperion

- Excellent written and verbal communication skills, including presentation skills and the ability to communicate and influence at all levels within the organizations
- Inventory analyst with distribution based organization
- Must be physically able to climb stairs & able to lift up to 50 pounds
- Must be able to perform extensive walking throughout facility & tolerate long periods of standing