



Example of Inventory Management Job Description

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Our company is searching for experienced candidates for the position of inventory management. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for inventory management

- Assists with cycle counting of inventory
- Assists with investigations of inventory issues as needed
- May initiate item master requests for new items
- Track inventory, both on and off site, and recommend or conduct disposition of unavailable and aged materials
- Manage all requests for sample shipments, including review of availability, request pulling, package, shipment, and tracking
- Build trucks bound for distribution center and create necessary RCS documents
- Track weekly and monthly department and plant performance metrics, generating a variety of production and inventory reports
- Support department by performing various administrative duties as needed, from ordering shipping supplies to organizing department meetings
- Create and share spreadsheets tracking management of non-performing inventory (NPI)
- Monitor NPI and generate plans for disposition, notifying affected parties, reminding if necessary

Qualifications for inventory management

- BS Business Admin/Supply Chain/Engineering/Accounting/Retail or related field
- Must be eligible to receive school credit for semester based internships

- Rich experience in sourcing COTS hardware for ATE's such as signal generators, measurement units, Signal conditioners, Power supplies
- Exceptional knowledge in Microsoft Excel (Pivot table, look up, Vlook up, Sumif, sumifs, Countif, Logical equations, linking different excel sheet and files by equations
- Basic excel and computer skills