



Example of Inventory Management Job Description

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

- Ability to identify cause for errors and inconsistencies, and developing pragmatic but sustainable solutions that will help the business unit in improving and managing operations in relation to inventory management and reporting
- Responsible for the assortment types (tiers) that are delivered within each store to maximize productivity and margin related to space planning and customer profile (modular assorting)
- Execute departmental distribution strategies to capture location-based opportunity
- Review forecasted pharmaceutical trends to support script growth by evaluating seasonal projections, coordinate the winter/seasonal product buys with primary wholesaler, and ensure effective communication with the primary wholesaler on projected forecasts to ensure an accurate 98% fill rate against all store orders for basic, promotional, and seasonal pharmaceutical products their timely delivery to maintain service level goal expectations
- Oversee product management and distribution of brand to generic product changes, new product launches, and monitor and forecast market changes on reimbursement for high profile new generic conversions to ensure adequate store inventory
- Manage new store and pour-over forecast demand planning to maximize profitability
- Candidates can expect to work independently on teams staffed with management consultants, IT professionals, engineers and scientists from

technical phases of a project including client development and proposal preparation

- Determines the strategic stock adjustment plan for the team, including returns of new and obsolete items
- Manages forecast usage at the buyer and supplier levels
- Assists Supply Chain, Work Management, Maintenance, Outage Management, and Operations leaders in gathering and analyzing data and implementing sourcing, procurement, and supplier management continuous improvement projects

Qualifications for inventory management

- Good electronic and verbal communication skills are a must, required with local personnel both in and out of the department, corporate functions, customer service, and distribution center personnel
- Must be able to manage frequent phone and email communication
- Must be able to operate efficiently while remaining flexible in a dynamic environment
- A working knowledge of RCS and BIP/SRM is necessary
- Proficient computer skills in spreadsheets
- Accurate and meticulous person with attention to details skills