



Example of Inventory Manager Job Description

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

Responsibilities for inventory manager

- 2-5 Years' experience in warehouse field
- Ability to communicate clearly, effectively and with enthusiasm (verbal communication skills)
- Leadership, teamwork and staff development
- Responsible for the accuracy of stock recording, to include location management quantities
- Implement, manage and control a planned perpetual inventory system
- Design, Develop and implement process & procedure to ensure a streamlined and efficient stores facility
- Develop and introduce department KPI's
- Supervise, manage and control stores staff
- Excess inventory reporting and analysis
- Fill rate reporting and analysis

Qualifications for inventory manager

- BA/BS degree in related field or equivalent work experience required
- Knowledge of either lean manufacturing or six sigma desirable
- Analytical ability with a solid understanding of costing practices
- Must have high level skills in a major ERP system
- Must be able to handle multiple tasks simultaneously with competing priorities
- Ability to communicate effectively across all departments and levels within the organization