

JOB DESCRIPTION

Title: Inventory Assistant

Reports to: Inventory Manager

Summary of Position:

The Inventory Assistant position is a hands-on role ideally suited to someone who has a proven ability to work and energize teams towards achieving outstanding results. The ideal candidate has strong manufacturing experience. This position acts as the liaison between the warehouse and production floor; both excellent computer and communication skills are a must.



Duties & Responsibilities:

- Uses computer to compile and maintain records of quantity, type, and value of material, equipment, merchandise, or supplies stocked in establishment: count material, equipment, merchandise, or supplies in stock and posts totals to inventory records.
- Maintains stock levels to support production needs and understands lead times of each material.
- Ensure accurate product inventory for clients
- Communicate with our Operations team about current stock and potential issues with orders
- Conduct daily analyses to forecast potential inventory issues
- Report on inventory activities and variances
- Assess new inventory to ensure it is ready for shipping or delivery
- Perform other related duties as assigned.

Qualifications:

- Listen, learn and communicate with supervisor and coworkers.
- Work with Microsoft Programs (Excel, Word, GP Dynamics)
- Take direction
- Manage daily tasks and meet time-lines.
- Adapt quickly to changes or restructure of priorities.
- Ability to work overtime.
- Forklift, Reach lift hands on experience

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk, and sit for extended periods of time.