

JOB TITLE: Inventory Control Manager
DEPARTMENT: Production
DATE: 1/4/19
REPORTS TO: CEO/EVP
PAY RATE: DOE
CLASSIFICATION: Exempt

POSITION DESCRIPTION: The Inventory Control Manager serves in a leadership capacity to supervise and oversee the Inventory Control operations and manages the overall processes involved in the handling of finished goods throughout both the distribution center and offsite storage facilities. Additionally, this role ensures the accuracy and integrity of the company's inventory. This will be accomplished through extensive coordination and communication with both internal and external customers, co-manufacturers, vendors, carriers, suppliers, and agents. This position is directly responsible for managing inventory and the implementation of procedures and training.

TECHNICAL RESPONSIBILITIES:

1. Serves as the primary point of contact for all inventory control related issues and processes.
2. Supervises and manages inventory counts (periodic cycle counts and year-end physical inventory counts), researches discrepancies and ensures timely adjustments.
3. Generates regular (daily, weekly and ad-hoc) inventory reports regarding inventory status and adjustments. Evaluates and determines needs for as needed additional reports and process improvements.
4. Minimizes obsolescence and manages inventory returns (identify process improvements).
5. Oversees Inventory to ensure that physical inventories are maintained. Manages the inventory replenishment process and analyzes changes to inventory levels; keeps upper management apprised.
6. Develops, implements, updates, and monitors all new and existing procedures and guidelines for inventory processes involved in handling of inventory and ensures accuracy and quality.
7. Ensures compliance with established procedures and maintains effective internal control over physical product flow and accounting of inventory areas.
8. Manages all human resources-related issues, such as payroll, hiring, training, counseling, disciplining, performance evaluations, incentive plans, conflict resolutions, to name a few.
9. Creates, maintains and implements metrics to track staff attendance, performance, ensures an effective performance tracking and feedback system is in place.
10. Maintains and organizes onsite and offsite finished good storage facilities and co-manufacturing inventory controls.
11. Additional special projects, tasks, duties and responsibilities as assigned by management.

Required Qualifications:

- AA Degree Minimum Required in a relevant field, BA degree Strongly Preferred
- Minimum 5 years management experience in job related field and knowledge/experience in supply chain, inventory control, warehouse management, shipping & receiving and/or purchasing.
- Excellent verbal and written communication skills with ability to communicate effectively both internally and externally with customers, agents, carriers, vendors, management and other employees.
- Must demonstrate professionalism, diplomacy and effective negotiation skills.
- Effective time management skills with the ability to prioritize, organize, and manage multiple tasks and projects with accuracy and attention to detail and follow through.
- Experienced in operating warehouse equipment including forklifts.

- Proficient knowledge of ERP systems, Microsoft Office (Word, Excel and Power Point) including working knowledge of bar coding and RF.
- Ability to effectively lead and supervise teams and work under tight deadlines.
- Strong analytical skills with the ability to identify issues and generate solutions quickly and accurately.

Preferred Qualifications:

- Forklift Certification.
- Certified in Dangerous Goods (49CFR/IATA).
- Certified in Production and Inventory Management (CPIM).
- Prior experience in the Pharmaceutical, Food & Beverage, or Cosmetics industries.

PHYSICAL DEMANDS:

They physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 required to occasionally alternate between sitting and standing positions. The employee is regularly required to stand for long hours. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is frequently required to walk, stand, stoop, and lift as required to store materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 50 pounds on a regular basis.