

JOB TITLE : Inventory Control Assistant
DEPARTMENT Production
DATE : 4/20/16
REPORTS TO: Production Manager and Inventory Control Supervisor
SALARY RANGE: DOEE
CLASSIFICATION: Non-Exempt

Position Description: The Inventory Control Assistant assists the Inventory Control Lead in inventory related processes such as receiving raw material, bulk and finished goods inventory into the BME. This role helps to manage transfer and movement of inventory in the distribution center. This role helps to conduct physical inventory count to ensure accuracy between the information in the inventory system and physical inventory.

Responsibilities:

1. Conducts weekly audit at JII, addresses issues with inventory discrepancy with the JII inventory personnel and to make sure the necessary corrective action is put in place and to document all the correction or adjustment that is being made.
2. Receives raw material at JII, ensures that raw material is received timely into the system. Communicates with buyers in the production department for any receiving issues, quantity, damages, documentation, etc.
3. Receives bulk at JII, from JII production or bulk shipment from other supplier or manufacturing facility. Receiving should be done based on the packing list and comparison to JII inventory dashboard.
4. Resolves receiving issues with accounting in regards to discrepancy on quantity, missing inventory receipts and addresses any issue with JII for any discrepancy of raw material and bulk
5. Monitors and compares daily receiving at JII inventory dashboard and JFI BME receiving to make sure that all material are timely received.
6. Receives finished goods shipment into inventory system.
7. Conducts weekly cycle count at the Shoemaker distribution center.
8. Participates in quarter inventory physical count at the distribution center.
9. Assists Inventory Control Supervisor in resolving inventory issues at the distribution center, such as lot transition, quantity, discrepancy, material allocation.
10. Performs any other related duties as may be required.

Job Requirements:

- AA Degree
- 1-2 years of similar job functions or inventory related experience is preferable
- Must be able to handle multiple tasks simultaneously and work independently with minimal supervision.
- Must be able to work with multiple departments
- Must have working knowledge of Excel and Outlook
- Good written and verbal communication

Job Status: Full time / Non-Exempt (Hourly)

Schedule: 8.30 a.m. to 5:00 p.m. (with 30 minute unpaid lunch)

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 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.

We are an equal opportunity employer.