

JOB TITLE: Vendor Owned Inventory Control Lead
DEPARTMENT: Production
DATE: 1/4/19
REPORTS TO: Director of Supply Chain
CLASSIFICATION: Non-Exempt
PAY RATE: DOEE

POSITION DESCRIPTION: The Vendor Owned Inventory Control Lead is responsible for verifying vendor owned inventory processes that include receiving of raw materials, labels, boxes and any other vendor owned components, and for performing physical counts, transfers and allocation of inventory for production runs, returning unused components to inventory and supporting JFI production related processes.

TECHNICAL RESPONSIBILITIES:

1. Validates the accuracy of vendor owned components at JII and other third party co-packers.
2. Coordinates and leads the weekly, monthly and ad hoc cycle counts for vendor owned inventory. Updates JFI's ERP to reflect actual vendor owned inventory.
3. Coordinates and leads the quarterly physical count of vendor owned inventory.
4. Coordinates with QC and informs JII and/or third party co-packers on releasing and quarantining vendor owned inventory.
5. Counts vendor owned inventory that has new manufacturing POs to make sure the ERP inventory values are accurate and then communicates with buyers so their components for orders are accurate.
6. Performs any other related duties, as may be required by manager.

Job Requirements:

- Must have a minimum of 2 years of relevant inventory work experience.
- Must have excellent communication skill and able to perform communication via email, phone calls and other communication method.
- Must be able to multi-task with strong attention to detail.
- Must be able to learn quickly in a fast paced environment.
- Must be able to use Microsoft Excel, Microsoft Word and Outlook email system.
- Must be able to lift up to 50Lbs, average 30Lbs.
- High school diploma required.
- Must have Driver License class C

Job Status: Temp to Hire Position

Jarrow Formulas, Inc.

This Job Description should not be construed to imply that these job duties/ requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Schedule: 8:00 a.m. to 4:30 p.m., Monday through Friday (Up to half an hour unpaid meal break).

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 must be able to take on moderate driving duties which may include long sitting times. 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.