

SIMCONA

SOURCING, PROCUREMENT & LOGISTICS

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INVENTORY SPECIALIST

Position Charter: Inventory Specialist

Reports To: Production Planning Manager

Job Summary: The Inventory Specialist will maintain accurate records of assets and execute inventory related projects to mainstream material handling and increase production efficiency.

Responsibilities & Duties:

- Verify accuracy of incoming products and their compliance to quality standards
- Assist Production Planning Manager with kitting jobs and setting up work cells
- Support production by supplying tools and materials
- Manage inventory cages
- Manage cycle count program and conduct annual physical inventory of all stock
- Research and reconcile inventory discrepancies
- Develop and implement efficient inventory management procedures

Qualifications & Skills:

- High school diploma/GED required
- Proficient in Microsoft Office (Word, Excel)
- Excellent written and verbal communications skills
- Exemplary mathematical and analytical skills
- Ability to routinely lift and carry up to 50 pounds