



## Position Description

**Job Title:** Inventory Control Supervisor

**Job Location:** Salt Lake City

**Department:** Warehouse

**Supervisor:** Warehouse Manager

**Date:** 2/1/2019

**Employment Status:**

Full-Time Reg

Non-Exempt

### Position Objective:

The Inventory Control Supervisor is responsible for maintaining control of all inventory items. They enter data on product in house and those shipped to other warehouses (BTX) into our database. He/she must monitor and supervise inventory levels and resolve quantity discrepancies, and make quantity reports as needed.

### Essential Duties and Responsibilities

- In charge of maintaining system stocking information
- Provides direction and planning on material handling and storage
- Works with warehouse and planning team to plan space allocation
- Receives and inspects all incoming inventory, match to corresponding PO's
- Transfer between locations, inventory and cycle count adjustments, into computer ERP system
- Stock Shelves, work orders, or requests for materials, or other stock items and distributes them to the appropriate party
- Troubleshoot/corrects quantity discrepancies with manufacturing and warehouse at all levels
- Receive Returns and RA's into inventory and database
- Performs quality control on all products
- Learn and know products intimately, must be able to recognize not only sku #s but products
- Prepare monthly reports for cycle count and pick-lists count for monthly highlights
- Operate dolly, pallet jack, and/or forklift in loading and unloading material
- Moves material from receiving or storage areas to shipping or other designated areas
- Reorganize materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, or product code
- Organizes warehouse and work area for orderliness at all times
- Research Chargeback's and try to find solutions
- Marking boxes or materials with identifying information using appropriate method
- Prepare and participate in yearly physical inventory count
- Effective communication skills both receive and interpret as well as explain and give
- Frequent additional warehouse duties as assigned

## **Additional Responsibilities**

- Provides backup to receiving and returns when needed
- Must frequently move between aisle with ease, upholding all quality and accuracy standards
- Provide training/cross training and support to new or current team members as necessary or directed
- Sweeping, dusting, mopping warehouse as needed
- Wear proper safety equipment and follow all safety protocols
- Willing and capable of picking up additional tasks as needed
- Maintain clean, orderly and safe work area

## **Knowledge and Skill Requirements**

- Intermediate computer skills
- Working knowledge with Microsoft suite and google
- High School diploma/equivalent
- Must be able to read and write English fluently
- Ability to interpret documents such as safety rules, procedure manuals, sales orders, & work orders
- Effective communication skills both written and verbal
- Must be willing to work in a team environment and receive frequent feedback
- Insanely detail oriented, must accurately and consistently follow quality standards and spot quality issues and defects
- Excellent mathematical and analytical skills
- Ability to manage projects and time effectively
- Demonstrate ability to work well within a team and across departments

**Supervision:** Moderate must be able to follow directions, identify needs and work independently.

**Supervisory Responsibility:** Yes

**Access to Confidential information:** Yes

**Handle company funds:** No

**Languages:** English fluency required

**Training/Education required:** Minimum of high school diploma/equivalent

**Experience required:** 1-2 years' experience in inventory control

## **Technical Skills required:**

- Working knowledge of inventory methods/cycle counts (FIFO)
- Working knowledge of inventory management software (e.g. ERP)
- Proficient in Math Skills - Ability to add, subtract, multiply, and divide in all units of measure quickly
- Ability to interpret documents such as safety rules, procedure manuals, sales orders, & shipping documents
- Maintain up to date expert knowledge of all item skus, warehouses, and how they affect inventory
- Fork lift experience preferred

**Additional Training/Skills:**

- Team player; consistently exhibits a “can-do” attitude
- Action oriented; must be able to meet performance time demands
- Results driven and proactive; strong desire to own and execute area of responsibility with excellence
- Dependability; consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
- Strong attention to detail
- Adaptability/Flexibility to change and update priorities as business requires
- Energetic and willingness to hustle (*not the dance, although that’s a skill which should not be overlooked!*)

**Working Conditions**

- Primarily warehouse environment and is expected to be highly familiar with all common warehouse and office equipment
- **Hours of work:** Monday – Friday, day shift
- **Travel:** None - minimal

**Other conditions worth noting:**

- Periodic evening and weekend work may be required

**Physical Demands of Position**

Standing        45 % of time  
Walking        50 % of time  
Sitting         5 % of time

Regularly required to/use:

Hands to finger, feel, or handle, reach with hands and arms  
Speak  
Hear  
Walk  
Stoop  
Twist  
Climb  
Lift/move/stack up to 50 lbs

Frequently required to/use:

Stand  
Walk  
Stoop  
Kneel  
Crouch  
Crawl  
Lift/move up to 50lbs

Occasionally required to/use:

Sit  
Climb  
Balance

Visual requirements:

Close vision, distance vision, color vision, peripheral vision, depth perception, & ability to adjust focus