

Reports to: Production Planning / Inventory Control Manager

Department: Manufacturing

Classification: Non-Exempt

Last Updated: 05/13/22

Job Summary:

The Inventory Coordinator serves as the link between our vendors, Contract Manufacturers, and distribution facilities. Under the direction of the Production Planning / Inventory Control Manager the position supports the Production Planning & Inventory team maintaining inventory level accuracy and Materials Management Database Information integrity performing essential functions including managing cycle counts, physical inventory, records compilation, and retention.

Essential Functions:

- Monitors and maintains current inventory levels; tracks orders and resolves inconsistencies performing causative research and reconciliation prior to preparing reports
- Conduct inventory checks to validate inventory accuracy; investigate & reconcile discrepancies & negatives with internal customers and external subcontractors
- Develops, implements & manages cycle count programs with our Contracted Manufacturers & Distribution facilities that meet company objectives
- Posts daily inventory transactions including PO receiving, inventory adjustments and negatives
- Balance inventory general ledger on monthly basis.
- Serves as primary lead in yearly physical inventory processes
- Update and maintain master files including standard cost data input
- Maintains the Materials Management Information System database including:
 - Item master setup and revisions
 - Bills of Material setup and revisions
 - Universal Product Code setup
- Perform data management, analysis, and reporting to provide input in setting inventory metrics targets
- Prepare weekly/month/year end reports on scrap, adjustments, trends, and other details as needed
- All other duties as assigned

Job Qualifications:

- Bachelor's Degree. Logistics/Supply Chain preferred.
- Minimum of three (3) years of proven work experience in inventory management, preferably a manufacturing environment including management of inventory records and execution of cycle count and safety stock plans
- Experience with ERP or MRP systems. (Oracle, JDE, SAP, Macola, Infor)
- APICS CPIM, CSCP or CPSM certification preferred
- Excellent proficiency in Excel, Outlook, Word & PowerPoint.
- Demonstrated ability to be accurate in work with an aptitude for working with numbers
- Strong organizational and communication skills.

- Excellent communication skills (written & verbal).
- Ability to travel approximately 10% in support of job function (plants, customers, suppliers, etc.)
- Embrace and foster company values of Integrity, Excellence, People Chemistry, Golden Rule, Courage, and Servant-Leadership.