



Job Description

Title: Inventory Control Clerk

Reports to: Tyler Grace

Summary:

The Procurement Team is seeking an individual to assist with daily transactions that involve physical inventory of packing materials, as well as on-hand inventory held by the Production Team & Maintenance staff. This person would also be a key contact point for vendors and would work in conjunction with the Receiving crew in order track inventory that is received.

Primary Responsibilities:

- Responsible for inventory control activities related to packaging material and production maintenance/supply inventories
- Enter and monitor status of purchase orders in Famous
- Reconcile inventory delivery receipts to purchase orders and update purchasing system records
- Administer processes put in place to track and receive on-hand inventory
- Conduct weekly inventory counts of all packaging material inventory keeping track of which inventory items will need re-ordered
- Maintain the inventory for maintenance parts and production supplies, including receiving and issuing parts/supplies using Asset Essentials. Report any discrepancies to supervisor.
- Communicate with vendors to check purchase order status, resolve issues, and assist with inventory orders as needed
- Maintain communication with Receiving fork lift drivers as to location of physical material
- Assist Accounts Payable with reconciliation of invoices to purchase orders and receiving documentation
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- Assist with placing orders for inventory and supplies
- Assist with changes related to development of perpetual inventory system

Required Skills:

- Strong Communication
- Problem Solving
- Proficient in Microsoft Office Programs
- Self-Motivated

- Basic math skills including fractions and decimals