

# JOB DESCRIPTION



## INVENTORY CONTROL SPECIALIST

We are seeking a highly organized and detail-oriented Inventory Control Specialist to join our team. The ideal candidate will be responsible for managing and optimizing inventory levels, ensuring accurate record-keeping, and implementing efficient inventory control processes. If you have a strong analytical mindset, excellent attention to detail, and a passion for maintaining organized inventory systems, we encourage you to apply.

### Essential Functions

- In-depth understanding of the inventory control procedures.
- Monitor all transactions in shipping and receiving.
- Manage and track inventory across multiple warehouse locations.
- Conducts frequent spot and partial audits of physical inventory.
- Assists with periodic (at least annual) physical inventory audits.
- Plan inventory levels for the company based on analysis of customer demand.
- Maintain and update inventory in an ERP system.
- Plan and conduct cycle counts, handle adjustments, and resolve discrepancies.

### Qualifications

- 2-3 years of experience in Inventory Control / Planning and Shipping
- Background with hands-on administrative support
- Extremely detail-oriented and organized.
- Strong interpersonal and communication skills
- Computer Skills (Microsoft Excel, Word and Outlook, ERP systems, Acumatica a Plus)

### Work Environment

- This position is in a warehouse environment with access to an office.
- Physical labor, from walking to heavy lifting, is required on a daily basis.

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## Benefits

- Competitive Wage & Benefits Package for Full-Time Employees
- 401(k)
- Dental Insurance
- Health Insurance
- Life Insurance
- Vision insurance
- Prescription Drug Plan
- Paid time off
- Disability

\*We are only able to employ those legally authorized to work in the US. Thank you for submitting your application.  
Please note that only selected candidates will be contacted.

\*All selected candidates are subject to a pre-employment drug screen.

\*All qualified applicants will receive consideration for employment without regard for age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

\*For a complete list of career opportunities please visit [inlineservices.com](http://inlineservices.com)

\*Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.