



## Inventory Specialist

The inventory specialist will increase company profitability by maintaining an accurate inventory level at the facility and by identifying and optimizing all inventory items among facilities. The inventory specialist will train all operational employees (warehouse, order entry, and shipping personnel) on the cause and effect of procedures on inventory control, the process of inventory management, and cycle counting.

### Job Duties:

#### Technical/Professional Knowledge

- Understands - technical terminology, supply chain, products, and inventory management.
- Possesses - proficient math skills to facilitate accurate and quick assessment of data.
- Able to effectively leverage technology systems and procedures to gather and organize data. Have excellent computer skills with a strong working knowledge of distribution software.

#### Analytical

- Critical thinking – able to gather, organize and interpret data. Able to apply logical thinking to the gathering and analyzing of information.
- Able to generate ad hoc reporting.
- Demonstrates an acute attention to detail.
- Ability to proof and verify work.

#### Information Monitoring

- Reviews reporting - review key reports, monitors metrics and does analysis necessary to assess performance.
- Reviews and assesses performance to plan based on the comparison of actual metrics observed vs. plan and historical metrics.
- Evaluates results - Meets formally with peers, associates, and others to review the results of analysis to share information and to coordinate action.

#### Communication

- Proactively interfaces between multiple internal and external business partners including warehouse, sales, purchasing, transportation and vendors.
- Organizes the communication - Clarifies purpose and importance; stresses major points; follows a logical sequence.
- Adjusts to the audience - Frames messages and uses language in line with the audience. Uses terms, examples and analogies that are meaningful to the audience and ensures understanding.



- Comprehends communication from others - Attends to messages from others; correctly interprets messages and responds appropriately.

### **Planning & Organizing Work**

- Schedules - Allocates appropriate amount of time to complete work and meet deadlines. Manages schedule to avoid conflicts.
- Leverages resources - Takes advantage of available resources to complete work efficiently.
- Establishes S.M.A.R.T. goals in line with company goals and values. Implements action plans with timelines with deliverables and measure results.
- Stays focused - Does not allow distractions to interfere with work completion. Persists to achieve goals and surmount barriers or difficulties.
- Identifies area for improvement - Suggests new ideas, techniques or potential solutions, without prompting, to bring about improvements and efficiencies. Seeks buy in for these new ideas from business partners and executives.

### **Building Strategic Internal/External Working Relationships**

- Collaborates with others - Identifies the critical departments, organizations, and key personnel that are needed to build a team for reaching collective goals. Analyzes the key players to determine their personal goals within their departments or organizations, and develops strategies to incorporate those individual goals into the overall plans.
- Seeks opportunities - Builds effective working relationships where business objectives align.
- Facilitates agreement - Seeks agreement from partners to support ideas or take partnership-oriented action.
- Establishes and maintains interpersonal relationships by helping people feel valued, appreciated. Treats people with dignity, respect, and fairness; includes them in discussions and gives proper credit where due. Supports others positions and ideas openly, and subordinates own ideas and personal goals when appropriate.
- Builds relationships – Learns the value of relationships and views building relationships as a critical success tool.

### **Quality Orientation**

- Follows procedures - Accurately and carefully follows established procedures for completing work tasks.
- Ensures high-quality output – Oversees personal and team job processes, tasks, and work products to ensure freedom from errors, omissions, or defects.
- Takes action - Initiates action to correct quality problems and notifies others of quality issues as appropriate.

Perform other duties as assigned. Adhere to the rules and regulations as set forth in the Employee Handbook.





**Job Requirements:**

- Education: High school diploma/GED required (Associate's degree preferred).
- Experience: Minimum 1 year in similar position (2 years preferred). Minimum 2 years in progressive position (3 years preferred). Product/applications experience required. Wholesale distribution experience preferred.