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## **Job Description**

### **Inventory Specialist**

The inventory Specialist is set to monitor and report on the company's inventory. This role is important since the efficient handling of the company's products and supplies is critical for the attainment of business goals. A successful Inventory Specialist is a reliable professional with excellent record-keeping abilities. They possess great attention to detail and a business mindset. The goal is to ensure that all business operations have adequate material to achieve their objectives.

#### **Primary Responsibilities**

- Receiving inventory – responsible for receiving and shipping all inventory equipment.
- Testing inventory
- Tagging/Labeling inventory – Each item received must be tagged so that we can fulfill orders at a fast pace.
- Inventory software – Assist in Implementing a software solution for faster/better inventory tracking.
- Organization - Keep the inventory organized and labeled so we know exactly where everything is at all times.
- Disconnect list – Return inventory components to inventory from the disconnect list.
- Inventory analysis – Produce daily/weekly inventory reports to mgmt. team.
- Order Fulfillment.
- Implement Policies
- Locations – Be responsible for all inventory across all locations.

#### **Required Skills/Experience**

- Associates Degree or
  - Communication skills
  - 2 years of work experience, preferable in inventory mgmt.
  - Experience using inventory tracking software
  - Strong Microsoft Outlook skills
- Job Type: Full-time