

Job Description

Title:	Inventory Specialist	Location:	Ingersoll, ON
Education:	Bachelor's degree/college diploma in logistics, supply chain management, or related field preferred.	Hours:	40
Experience/Proficiency:	5-10 Years of related experience	NOC:	14403
Reports to:	Materials Supervisor	Rev. Date:	3/13/2024 mm/dd/yyyy

General Description

As an Inventory Specialist, you will be responsible for overseeing and managing all aspects of inventory control assisting the Materials Supervisor. You will play a crucial role in ensuring accurate inventory counts, efficient stocking procedures, and seamless coordination between departments. The ideal candidate will possess strong organizational skills, a meticulous attention to detail, and the ability to thrive in a fast-paced environment.

Skill/Effort Requirements

- Knowledge of materials procedures, inventory control, cycle counting, and warehousing strategy
- Excellent organizational and planning skills
- APICS Certified Preferred
- Experience with financial planning an asset
- Ability to grow the company through trial and error process
- Procurement experience an asset
- Organize and solicit help from other departments as required
- Post Secondary Education in related field
- Prompt decision making based on Best Business Practices
- Seeks growth, Goal oriented, looks for continuous improvement
- Demonstrate strong interpersonal, communication and conflict resolution skills
- Ability to work additional hours depending on business needs

Responsibilities

- Conduct regular inventory audits to maintain accurate stock levels.
- Monitor inventory levels and reorder products as needed to prevent stockouts.
- Coordinate with purchasing and receiving departments to ensure timely delivery and receipt of inventory.
- Utilize inventory management software to track and manage inventory movement.
- Develop and implement efficient inventory management processes and procedures.
- Identify and resolve discrepancies in inventory counts or documentation.
- Assist in the development of inventory forecasts and budget planning.
- Collaborate with other departments to optimize inventory turnover and minimize carrying costs.
- Ensure compliance with inventory control policies and procedures.
- Check date-sensitive products for expiration and facilitate removal or transfer of product as needed
- Cross-function work with Production Planner, Engineering Supervisor, QA Supervisor, Purchasers
- Work with Materials Supervisor to initiate and update SOP's, implement best business practices based on company ITP's
- Monitor Visual Management System, Min-Max level requirements in King St facility
- Coordinate with Quality Assurance Supervisor on outbound shipments to Final Destination/End Customer
- Monitor Subcontractor(s) inventories & material movements.

Job Description

- Analyse Cycle Count System in DAX MRP system. Report findings to Materials Supervisor
- Helps Lead Annual Physical Inventory & assists in year-end adjustment to General Ledger
- Assist in investigating shortages using root cause analysis reporting
- Maintain Health and Safety procedures
- Guide Inventory Coordinator roles when Materials Supervisor absent
- Assigned work as required.

Production support

- Push required inventory to Production
- Monitor WIP counts Monthly

Working Conditions

- Clean, Bright office
- Exposure to dirt and noise in a manufacturing environment

Reviewed By: (Employee Signature)		Date:	
Approved By: (Manager Signature)		Date:	