

Inventory Specialist: Inventory Specialist I

Compiles records concerned with quantity, cost and type of material received, in stock, or issued. Requisitions needed supplies; verifies material received to determine irregularities in order; inspects articles and rejects defective ones. Prepares inventory records and reports and investigates discrepancies in stock counts.

Knowledge

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

Consequence of Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Work Products (Examples may include but are not limited to)

Receives, weighs and verifies the accuracy and conditions of all items coming into the Stockroom. Performs all stockkeeping and OMS functions for raw materials, chemicals, office supplies, and other related materials. Maintains general housekeeping and ESD rules within work areas. Receives requisitions, assembles material and disperses to requesting individual or department.

Minimum Education and Experience

High school diploma and 0-3 years of experience. Must be able to pass all applicable medical exams. Must be familiar with OMS and MRP related systems. Must be computer literate in Excel and Microsoft Outlook.