

Inventory Specialist: Inventory Specialist II

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

Full knowledge of the job. Substantial acquaintance with, and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job.

Supervision Received

General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.

Consequence of Errors

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

Contacts

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some 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 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.