

Inventory Specialist: Inventory Specialist III

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

Considerable knowledge of the job. Complete acquaintance with, and understanding of, the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered.

Supervision Received

Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.

Consequence of Errors

Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.

Contacts

Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

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 5 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.