

# Inventory Specialist: Sr. Inventory Specialist

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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**

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

## **Supervision Received**

Minimal supervision. Work may be done without established procedures.

## **Consequence of Errors**

Errors are very difficult to detect and would normally require significant expenditures to resolve.

## **Contacts**

Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

## **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. Work directly with the stockroom supervisor on investigating problems related to inventory accuracy. Runs a monthly Cycle Count Report and performs monthly cycle counts. Will be required to lead up to three stockroom clerks.

## **Minimum Education and Experience**

High school diploma and 10+ 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.