

# Inventory Specialist

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.

Level 1		Level 2		Level 3		Level 4	
Inventory Specialist I		Inventory Specialist II		Inventory Specialist III		Sr. Inventory Specialist	
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.	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.		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.		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	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.		Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.		Minimal supervision. Work may be done without established procedures.	
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.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.		Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.		Errors are very difficult to detect and would normally require significant expenditures to resolve.	
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	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.		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.		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. Maintains general housekeeping and ESD rules within work areas. Receives requisitions, assembles material and disperses to requesting individual or department.	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.		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.		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 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.	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.		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.		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.	