



## Job Description

### Inventory Control Manager

#### Position Overview

The Inventory Control Manager will be responsible for devising ways to optimize inventory control procedures. Ensures adequate inventory of materials and products in accordance with inventory cycles and organizational philosophy. This individual will look for inventory variances and will work through the feedback of other stakeholders to identify discrepancies and offer fixes for why they happen.

#### Primary Responsibilities

- Conducts daily inventory analysis to solve inventory problems. Interacts with team members at all sites to catch and correct inventory errors in real time via transaction, training or both. Visits each site on a regular basis to gather feedback on inventory discrepancies.
- Prepare inventory documentation: this involves accurately recording type, quantity, quality, and other features of inventory for a clear understanding of the state of the stocks over time.
- Ensures the organization has the right amount of stock to meet customer needs and to avoid overstocking items.
- Oversee the flow of inventory stock in and out of company's warehouse facility
- Work with purchasing to ensure timely delivery to keep inventory of raw material and/or partner products at adequate levels.
- Recommend operational policies and best practices to company's management to resolve and eliminate inventory discrepancies.
- Develop inventory control procedures and implement SOPs.
- Offer training to optimize inventory control

#### Qualifications

- A Bachelor's Degree in Logistics, Business Management or similar discipline or 5 years' equivalent experience
- Knowledge of an ERP system, preferably Salesforce is required
- Great analysis and problem-solving skills
- Excellent communication and leadership
- Hands on experience in a larger logistics operation