

Job Description
Inventory Control Specialist
Century International Arms, Inc.
Century Arms, Inc.

Reports to: Warehouse Supervisor
Location: Vermont

Position Type: Full-Time

Summary of Position Mission

This position will be responsible for performing tasks at the direction of their immediate manager to ensure the accuracy of overall inventory within the facility. Duties will include following industry standard material control techniques; including cycle counting, yearly physical inventory, and parts audit prior to production deployment.

Responsibilities

- Ensure inventory accuracy through the completion of effective control techniques including internal audits, cycle counts, and physical inventory.
- Assist in the development of localized policies and procedures as related to the control of production inventory.
- Work with material handlers to reinforce the importance of inventory accuracy.
- Identify, quarantine and report damaged product to assure it is accurately captured and removed from inventory.
- Perform scheduled and unscheduled audits of production kits to ensure count integrity.
- Participate in all scheduled inventory counts.
- Run required inventory and locator reports.
- Assist with root cause analysis and offer solutions related to cycle count inaccuracies.
- Record accurate and timely data needed for inventory metrics.
- Identify and communicate any and all issues impacting the accuracy of the inventory to the Operations Manager.
- Protect organization's value by keeping information confidential.
- Support and adhere to all ISO standards applicable to the Company.
- Adhere to all employment policies/safety policies/practices required by law/established by Company.
- Wear all necessary Personal Protective Equipment directed by the Company at all times.
- Demonstrate sound working knowledge of firearms safety.
- Maintain and keep workstation and department area clean.
- Immediately report any maintenance and/or safety issues to management.
- Demonstrate a positive attitude toward co-workers, other department and the Company.
- Maintain respect, courtesy and professionalism toward all co-workers and the Company.
- Communicate clearly and effectively with co-workers and management.
- Actively participate and support the 5S process within the work area on a daily basis.
- ***Other duties will be assigned as required.***

Qualifications & Knowledge Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or GED required.
- Experience with ERP system strongly desired.
- At least 2-4 years of experience in a warehousing facility desired.
- Solid working knowledge of inventory control practices.
- Strong computer and Excel skills.
- Experience utilizing pallet jacks, forklifts and material handling equipment as necessary to perform job duties.

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Working Conditions

Work is normally performed throughout a heated manufacturing and warehouse facility. Exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of light manufacturing, shipping and receiving, and normal office equipment (computers, telephones, etc.). Routine exposure to dust and packaging debris should be expected.

Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Be able to lift objects up to 50 lbs.
- Be able to lift, push and pull objects as necessary
- May be required to stand and walk throughout the workday
- Routinely required to bend, stoop, kneel and crouch
- Must be able to accurately read and verify alpha numeric characters and product descriptions, perform basic arithmetic calculations, and visually distinguish between different qualities of similar product
- Must have mental processes for reasoning, remembering, mathematics and language ability (reading, writing and speaking English language) to perform the duties proficiently.
- Must be able to obtain a forklift operators certificate by passing required certification
- Ability to operate pallet jacks, forklifts and material handling equipment as necessary to perform job duties.
- Able to work full-time, including early mornings, evenings and weekends as needed.
- Able to work additional hours as needed. (Project timelines and work volume/deadlines may require more than 40 hours per week to complete essential duties of this job.)

Disclaimers

- This job description should not be interpreted to be a complete list of all the duties and responsibilities performed by the jobholder. To maintain organizational flexibility, management has the discretion to add, drop or change at any time the duties, responsibilities and expectations of this job.
- This job description does not constitute an offer of employment, continuous employment or an employment contract. We are an at-will employer and either you or the employer may terminate the employment relationship at any time, for any legal reason or for no reason.

Employee Signature:		Date:	
Witnessed By:		Date:	
Last Updated By:	Jim Hester	Date:	03-Apr-2020