



ML Group, LLC
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Belmont County, Ohio

POSITION DESCRIPTION- INVENTORY SPECIALIST

Position: Inventory Specialist	Department: Warehouse
Reports to: Warehouse Manager & COO	Supervises: N/A

Position Summary

We are looking for a competent Inventory Specialist to monitor and repost on the company's inventory. Your job is important since the efficient handling of the company's products and supplies is critical for the attainment of business goals. A Successful Inventory Specialist is a reliable professional with excellent record-keeping abilities. They possess great attention to detail and a business mindset. The goal is to ensure that all business operations have adequate supply to achieve their objectives.



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Responsibilities

- Devise ways to optimize inventory control procedures
- Inspect the levels of business supplies to identify shortages
- Ensure product stock is adequate for all distribution channels and can cover direct demand from customers
- Record daily deliveries and shipments to reconcile inventory
- Use software to monitor demand and document characteristics of inventory
- Place orders to replenish stock avoiding insufficiencies or excessive surplus
- Analyze data to anticipate future needs
- Evaluate suppliers to achieve cost-effective deals and maintain trust relationships
- Collaborate with warehouse employees and other staff to ensure business goals are met
- Report to upper management on stock levels, issues etc.

Requirements

- Proven experience as inventory specialist or similar position
- Excellent knowledge of data analysis and forecasting methods
- Working knowledge of inventory management software (e.g., ERP)
- Ability to accurately track inventory and create reports
- An analytical mind with strong math skills
- Excellent organizational and planning skills
- Outstanding communication and interpersonal abilities
- Reliable and trustworthy
- BSC/BA in business administration, logistics, or relevant field
- Relevant qualifications will be a plus



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Additional Responsibilities

- Adheres specifically to all corporate policies and procedures and applicable laws.
Maintain highest levels of grooming, hygiene, and acceptable uniform appearance.
- Stays abreast of the Company's products and services; recognizes opportunities to recommend Company products and services and makes customer referrals to the appropriate staff member.
- Acts in a professional manner with all customers, co-workers, and supervisors
- Performs other related duties as required to meet the ongoing needs of the organization.

Acknowledgement

The undersigned employee acknowledges receipt of the Job Description for the employee's position and understands the essential functions, responsibilities, and qualifications of the position. Furthermore, the employee acknowledges that this Job Description does not include all of the essential functions of this position, and that these essential functions may change as deemed necessary by the manager.

Employee Signature:

Date:

Employee Print:

Manager Signature:

Date:

Manager Print:

