



## **Job Description Inventory Analyst**

### **About H+K**

Founded in 1975, H+K International is a leading global supplier of stainless steel kitchen equipment to the foodservice industry with a long-established reputation for quality products, precision manufacturing, and exceptional customer service. H+K delivers flexible, value-driven restaurant equipment solutions to major customers in North America, Latin America, Europe, Australia, and Asia.

### **Summary**

Reports to the Purchasing Manager to improve the efficiency and quality of work in the department by performing the following duties.

### **Essential Functions**

- Perform analysis on excess and obsolete inventory
- Expand the excess and obsolete prevention plan
- Track excess and obsolete reduction measures
- Investigates inventory discrepancies within the warehouse.
- Formats various reports from AS400 utilizing Access/Excel.
- Proactively develop and implement reports and interdepartmental meetings.
- Other duties as assigned

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The 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.

\*No recruiters/staffing agencies will be considered in filling this position.

H+K International offers a competitive benefits package including a comprehensive medical plan that includes short/long term disability, flexible spending account, life insurance, 401k (with 100% match up to 5%), tuition reimbursement, free online training courses, and a business casual dress environment.