



H+K INTERNATIONAL

Job Description Inventory Control Manager

Summary

Manages day to day operations and plans for future improvements in the warehouse and inventory departments by performing the following duties.

Essential Duties and Responsibilities

- Develops, implements, and enforces SOPs to ensure inventory accuracy.
- Responsible for planning and executing cycle count program and inventory stock counts as required.
- Responsible for planning and executing physical inventory twice per year.
- Motivates employees to perform at highest level.
- Performs fair and honest evaluations of inventory.
- Promotes safe work environment through enforcement of established safety rules.
- Analyzes inventory for reduction of scratch and dent and obsolescence and safety stock levels to ensure the company can meet customer demand.
- Creates reports with detailed analysis to determine needed improvements and to quantify the improvements over previous periods.
- Overall responsibility to ensure RMAs are dispatched, processed, and received in a timely manner.
- Bi-Weekly RMA review with upper management.
- Performs other duties as assigned.

Supervisory Responsibilities

Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and Experience

Bachelor's degree or equivalent from two-year college or technical school; or 3 years related experience and/or training; or equivalent combination of education and experience.