

# Inventory Control Specialist



## **Inventory Control Specialist**

**Posting Date:** July 21, 2014

**Response Date:** August 6, 2014

**Reports to:** General Manager - CMD

**Classification:** Full-Time; Exempt

**Location:** Elk Grove, IL

### **Position Summary:**

- Performs a variety of duties involving maintaining inventory accuracy
- Works in a hands-on environment as a creative problem solver

### **Responsibilities & Essential Duties:**

- Assures daily inventory transactions from the production floor are completed
- Receives all incoming materials into inventory system
- Perform cycle counts of Raw, WIP, and Finished Goods inventories on a regular basis
- Investigate reasons for inventory variances and submits recommendations to improve inventory accuracy
- Maintains accurate and detailed records of all transactions
- Completes daily invoicing of shipments
- Acts as lead for physical inventory
- Other duties as directed by supervisor

### **Requirements include:**

- U.S. Citizen or Permanent Resident Alien status required
- Associates Degree or equivalent experience
- Excellent oral and written communication skills
- Must be detail oriented
- Basic math skills
- Ability to follow written and verbal instructions
- Possesses a positive attitude towards work and co-workers
- Strong computer skills including excel, word, and inventory ERP systems
- Syteline experience preferred
- Willingness to work in a manufacturing plant environment

**Interested candidates are encouraged to apply. Send resume and cover letter prior to response date to: [jobs@Indium.com](mailto:jobs@Indium.com) or apply online at [www.indium.com/people/human-resources/jobs](http://www.indium.com/people/human-resources/jobs) . Please reference posting #2014-096 in the subject line.**

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