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## Inventory Cycle Count Associate

Reports to: Director of Supply Chain  
FLSA Status: Non-Exempt

Department: Procurement  
Shift: Days

### **JOB SUMMARY:**

The Inventory Cycle Count Associate is responsible for implementing and monitoring procedures to ensure that the proper inventory is in the warehouse. The position will assist management in the development and implementation of a formal program to audit all areas related to inventory movement for integrity and accuracy. This individual will lead the cycle counts in a program to identify and eliminate any problems found in daily cycle counts. Duties also include miscellaneous activities to maintain inventory accuracy through proper computer cycle count generation, selecting coded parts for cycle frequency, physical inventory counts, cycle count entry and updating inventory.

### **ESSENTIAL FUNCTIONS and JOB DUTIES:**

- Develop, implement, and monitor all key functions related to inventory transactions to assure that they are accurate and timely.
- Coordinate cycle count program.
- Coordinate the cycle count progress and results to identify necessary recounts and processes to be monitored.
- Perform thorough research and document inventory discrepancies using all available resources
- Writing reports, discovering and analyzing discrepancies in the inventory and improving the inventory control systems in place.
- Ensure materials are in proper locations. Conducts searches in order to locate misclassified inventory
- Report discrepancies of over/under amounts and any damaged products to supervision – publish weekly and quarterly inventory metrics, when requested.
- Communicate and develop process enhancements as needed (performs root cause analysis on inventory discrepancies and recommends process improvements to eliminate them)

### ***Secondary Duties***

- Assist in receiving and put away process for new raws and packaging.
- Assist in transfers to and from production area.
- Breakdown boxes and pallets as necessary to fit shelving.
- Scrub and sweep floors on routine basis in conjunction with others.

### ***Additional Duties***

- Ensure all safety rules are strictly observed.
- Maintain neat, clean and orderly warehouse appearance.
- Ability to work extended hours/over-time as needed, including weekends.
- Adhere to all company policies and safety procedures and guidelines.
- Ensure proper and full time use of PPE.
- Conform to all quality and safety procedures.
- Operate a forklift, pallet jack and other warehouse equipment.



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## Skills & Experience

- High school diploma required; one year of factory related experience in shipping and receiving.
- Organized thought process with high attention to detail with ability to produce accurate results, effective prioritization to meet scheduled deadlines, and strong analytical and problem-solving skills
- Strong written, verbal and interpersonal communication skills
- Proven time management skills with the ability to respond to time-critical issues
- Customer Service focus with the ability to build and maintain strong working and vendor relationships
- Excellent work ethic; ability to work self-directed and as a flexible team player
- Professional attitude and the ability to represent the company with integrity
- Ability to adapt to change in a dynamic and fast paced environment
- Comfortable using a PC with computer software packages, including Microsoft Office and communicating effectively via email and phone frequently

## TO APPLY:

For Internal Candidates: If interested, please submit your Cover Letter, Resume and Statement of Interest to Human Resources.