

Job Title: Inventory Team Lead

Position summary: Lead, supervise, and coordinate all activities of inventory management. Responsible for the scheduling, training, and evaluation of team members.

Qualifications required:

- Bachelor Degree or equivalent

Qualifications desired:

- 2-5 years of supervisory experience
- Microsoft Office (Excel, Word and Power Point)

Essential functions and responsibilities:

- Implement and support quality initiatives throughout agency
- Supervise 5-7 teams members
- Manage report and analyze agency metrics and productivity
- Determine and implement proper storage methods (temperature controlled items)
- Oversee procedures to maintain accurate inventory records
- Assist Operations Manager as needed
- Provide support for sales personnel and customer service reps
- Provide Inventory and data analysis
- Keep records of all interactions and transactions of data regarding inventory inquires
- Track service levels and inventory discrepancies
- Reconcile inventory accounts annually
- Investigate discrepancies and adjust for errors
- Prepare records of inventory shortages and shipments
- Dispose of damaged, defective, or obsolete products through proper regulatory and quality procedures
- Distribute materials, products and parts based on incoming requests
- Store items orderly and easily accessible in warehouse based on protocol
- Understand and implement procedures to manage inventory shelf life and expiring inventory

Nonessential functions:

- Organize warehouse area including cleanliness and orderliness

Success factors/job competencies:

- Job Knowledge – very well informed, seldom requires assistance or instruction
- Work Output – very few errors and mistakes, quantity is above average
- Reliability – persists in spite of difficulties
- Judgment – thinking is mature and sound
- Initiative and Creativity – a self-starter; proceeds on own with little or no direction; progressive; makes suggestions for improvement
- Cooperation – goes out of way to cooperate and get along
- Attendance – very prompt and regular in attendance; preplanned absences
- Professionalism with Customer and Client Focus
- Communication - Ability to maintain professionalism in written and oral communication (free of grammatical and spelling errors)
- Time Management - ability to plan and complete projects in a timely fashion, meeting deadlines

Physical demands and work environment:

- Light physical activity– Occasional lifting, daily sitting at computer for long periods of time, frequently standing/walking to operate various office equipment