Inventory Specialist

LAI

Gaithersburg, MD 20536

Job details

Pay

• \$18.75 per hour

Job type

- Full-time
- Contract

Number of openings for this position

• 1

Schedule

Day shift

Benefits

- Health insurance
- Paid time off
- Dental insurance
- 401(k)
- Vision insurance
- Life insurance
- Employee assistance program

Job description

Maintain detailed and accurate records of any change to inventory.

Assesses inventory reports and order patterns to identify items in need of automatic, recurring delivery. Provides inventory reports to inventory control manager. Maintains accurate daily records of goods received and shipments made. Manages and maintains inventory system; facilitates upgrades to related database and/or software under the direction of the purchasing or inventory control manager. Conducts frequent spot and partial audits of physical inventory. Performs causative research on inventory discrepancies.

Generate report explaining and making corrective action recommendations. Assists with periodic physical inventory audits. Operates forklift truck when necessary. Performs other related duties as requested.

Required Knowledge and Skills:

This position requires the occupant to have excellent organizational, time management and communication skills with all levels of warehouse workers, receiving and distribution teams. Basic understanding of inventory control procedures. Proficient keyboarding skills. Extremely organized and able to work with minimum supervision. Ability to perform basic math calculations. Occupant must be skilled at communicating effectively with personnel at all levels, both orally and in writing. Working knowledge of database and spreadsheet software.

Education:

A high school diploma or General Equivalency Diploma (GED) from an accredited program. Experience with computerized inventory systems required.

Work Experience:

Two (2) years or more of relevant inventory experience as described in the PWS. Experience working in a fast-paced global environment balancing competing priorities. Experience providing high quality, inventory support services, working proactively and independently without day to day direction.

Excellent organization skills and the ability to manage multiple projects or tasks simultaneously and efficiently, identifying high priority and urgent tasks for immediate action so that all activities are completed accurately and on time. Demonstrate flexibility and adaptability to meet changing business demands. Demonstrated proficiency with a variety of Microsoft products. Be able to have prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 40 pounds at times.

Must be able to navigate warehouse and reach items both high and low.