

JOB POSTING
MATERIALS INVENTORY SPECIALIST

9345 Discovery Blvd.
Manassas, VA 20109
703-471-5955-OFFICE
703-471-1086-FAX
No. Positions: 1
FLSA : FT Non- Exempt

Currently seeking an aggressive, self-motivated individual to join our team. This position coordinates and interacts with various departments. Strong interpersonal skills a must. Mon-Fri variable schedule 8:00am- 5:00pm. The successful candidate will possess a proven track record of successful inventory control responsibilities in a manufacturing environment. Experience is mandatory for this position and only those candidates who present their history of success will be contacted.

Qualifications:

Associates Degree or Bachelor's Degree in Business, Logistics training or certification in Inventory Control preferred. Understanding of accounting flow of inventory in a manufacturing environment. Possess strong verbal and written communication skills; demonstrated ability to organize and the ability to multi-task several priorities and possess solid time management skills. Capable of working the entire MS Office suite, especially Excel. Crystal reporting system experience is a plus. Experience with Sage, MAS200 desired. Requires a blend of skills and experience that are focused on inventory control of process manufacturing inventories

Description:

An integral component of the Materials Planning Department by providing accurate details of on-hand inventories, inventory cycle counts, cycle count re-conciliations. Assist in developing accurate cycle count methods and reports for performing cycle counts on a daily basis for all finished goods and raw material inventories. Research and reconcile count variances and present finding to Materials Manager. Post adjustments into the computer inventory system. Assist in developing, testing and deploying improved inventory control methods for finish goods and raw material inventories. Assist in identifying obsolete/slow-moving inventories for disposal. Recommend and assist in implementing operating procedures. Promote continual improvement within the inventory control operation. Responsible for accuracy of inventory records and reporting. Assist in yearly inventory count and reconciliation. Ability to assist with inventory related software implementations. Audits processes and procedures related to inventory flow.

Physical Demands: The employee maybe required to lift and/or move up to 50 pounds.

Dead-line: Open until filled
Applicants from all states are encouraged to apply.

Date Posted: October 14, 2011

When applying to this position please forward your resume to contact:
Rochelle Goodson, HR Manager Ext: 1128 fax or email: jobs@cellgro.com

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