

# Materials Inventory Manager

## Job Description

## Responsibilities

Include but are not limited to the following:

- Oversee and Direct Receiving, Shipping and Warehousing Operations to support both internal and external customers.
- Set Goals and create standard work for areas of responsibility.
- Monitor and improve KPI's for department.
- Ensure that materials are replenished in a timely manner to operations and Finished goods are arriving on-time to shipping dock.
- Manage and develop Warehouse Personnel to demonstrate proficiency in managing physical inventory movements and system transaction integrity.
- 5's warehouses. Optimize Space and protect inventory from damage.
- Maintain equipment and warehouse including but not limited to Racking, Dock Doors, Material handling equipment, Trucks & Trailers.
- Manage and dispose of Obsolete/Scrap inventory based on documented NCMR procedures.
- Play an active role in the Site Physical Inventory.
- Manage Cycle Count Program for RM's and Finished Goods.
- All other assignments as designated by Supply Chain Manager.

## Qualifications/Education/Special Skills

- Bachelor's Degree, Associates Degree, Acceptable to be working on a degree.
- 10 years of experience in Material Handling /Inventory Control in a manufacturing environment.
- Proficiency in using an MRP/ERP system and Microsoft Office, preferably with advanced Excel skills.
- Ability to work cross-functionally.
- Ability to manage multiple projects and tasks simultaneously.
- Must be able to stand, walk and lift a minimum of 28 lbs above head multiple times a day.