



## JOB DESCRIPTION

**Job Title:** Inventory Coordinator

**Facility:** Brooklyn Park

**Department:** Distribution

**Reports to:** Distribution Manager

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### SUMMARY

Primarily responsible for administration of all aspects of inventory control, which includes: Cycle Counting, Year End Inventory, Engineering, Profiling and new item setup.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned as needed.

- Profiling
  - Insuring each item is properly stored based on picking frequency, size of bin, location of bin, which improves picking productivity.
- Engineering
  - Insuring storage racks and shelves are properly configured to accommodate profiling efforts.
- Manual Replenishment
  - Insuring forward picking bins are adequately replenished from reserve storage bins.
- Inventory Counting
  - Dedicated and scheduled cycle counting.
  - Year End inventory counting.
- New Item Setup
  - Insure new items are properly directed to a storage bin appropriate for anticipated order picking velocity.
- Troubleshoot picking errors.
- Reporting.
- Understand your role in the companies Quality Management System regarding ISO.

### QUALIFICATIONS

- High school diploma or equivalent.
- Working knowledge of Microsoft Office software.
- Excellent skills in keyboarding, 10-key, math, reading and organization.
- Knowledgeable in Inventory Control principles.

### PHYSICAL REQUIREMENTS

- Constant strong communication and working on a computer.
- Frequent lifting 20lbs, walking, standing, climbing ladders, and operating mechanical equipment.
- Occasional lifting 50+lbs, pulling, pushing, bending, reaching, sitting, kneeling, stooping.

*Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)*

*Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)*

*Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)*