



INTERNAL POSTING – WAREHOUSE INVENTORY CONTROL

JOB TITLE: Warehouse Inventory Control

REPORTS TO: Supply Chain

DEPT: Supply Chain

JOB SUMMARY

Responsible for maintaining accurate inventory records in an efficient manner that upholds the integrity of operations as it relates to inventory control practices.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Administrator/Lead of inventory in developing new inventory system based on companies' software.
- Monitor inventory levels in software system, submitting purchase requests as necessary
- Complete daily physical inventories and cycle counts according to the cycle counting master plan.
- Record counts immediately at the time of the count.
- Conducting random audits and reconciliations of item counts.
- Complete recounts as necessary to verify item count discrepancies.
- Tracking and report of all discrepancies and non-conforming items within a few hours of the counts.
- Search thoroughly for missing product before transferring to issues.
- Researching item discrepancies.
- Using the results of the research to uncover the root cause of the discrepancy.
- Follow standard operating procedures to ensure the flow of information throughout inventory and production processes.
- Recommend opportunities and solutions to improve accuracy of product movement.
- Keep detailed records of work completed and turning in daily and weekly production reports.
- Upon completion of item count, neatly stacking items in the locations, removing any trash or debris in location.
- Ensure all locations are properly labelled with the correct part number.
- Identify parts that are not properly labeled or unknown. Ensure these parts are put away in proper location OR creating a location for these parts if one is not already in place.
- Understand and apply appropriate procedures/instructions and taking actions, when necessary.
- Pick material from a pick list and stage accordingly - Note shortages on pick list and notify purchasing/planning/inventory.
- Manage incoming material for future jobs. Keep an accurate record of all material received and stage product accordingly.
- In conjunction with OSHA law and/or requirements, apply the SafeStart safety training process when performing all work in order to reinforce practical safety training techniques, maintain awareness and prevent injury.
- Follow Honghua America, LLA. "Safety First" policy with the vision of zero work related accidents. Take all necessary actions to employ sustainable processes to safeguard the company's targets for Quality/Environmental/Safety and Health.

OTHER FUNCTIONS AND RESPONSIBILITIES

Perform other duties as assigned. Regardless of other duties, has a responsibility to follow **HONG HUA AMERICA, LLC**, production, safety, and quality procedures.

Qualifications

- a) Education and Training - College Degree (minimum two years) or equivalent or as deemed sufficient by management.
- b) Technical Requirements -Basic computer skills, proficiency in Word, Excel. Working knowledge of ERP system. Ability to learn and utilize Acctivate/Globalshop.
- c) Experience - Two years of experience working in related field, knowledge of inventory flow within a production/ manufacturing environment.
- d) Other Related Skills- Must be independent self-starter who has basic mechanical aptitude, the ability to read, understand and follow instructions, and the ability to operate forklift equipment and other relevant equipment used to move products and/or material. Must hold excellent organizational, interpersonal, verbal and written communication, in addition to problem solving skills. Some heavy lifting required (up to 50 lbs.). Ability to work in a shop environment 50% with exposure to weather conditions.