



INVENTORY CONTROL - Job Description

Davis Steel is a large metal distributor with a metal fabrication division. We sell most any kind and size metal to suit the customer's needs as an individual or company. We are known for our excellent customer service. Therefore, we are looking for employees who can follow through with providing excellent customer service connected to their area of expertise.

The following benefits are offered to full-time employees hired by Davis Steel: Health Insurance, Life Insurance, LTD Insurance, 401k, Paid Vacation, and Paid Holidays.

Summary/Objective

The inventory control coordinator position manages inventory through database and maintain levels required on a daily basis to meet distribution demands.

Essential Functions

1. Enter data for quantities of parts issued and transferred between locations, inventory and cycle count adjustments, into computer database. This may be in the main office and/or an air conditioned area in the shop.
2. Close shop packets received and purge computer database.
3. Receive and issue finished goods into computer database.
4. Troubleshoot quantity discrepancies with manufacturing and inspection personnel.
5. Prepare monthly reports for cycle count and pick-lists count for monthly highlights.
6. Prepare and participate in yearly physical inventory.

Competencies

1. Technical Capacity.
2. Organizational Skills.
3. Decision Making.
4. Initiative.
5. Detailed

Physical Demands

The employee is occasionally required to sit; climb or balance; and stoop, kneel on knees, crouch or crawl. The employee must frequently lift and/or move up to 10 - 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Required to wear safety gear.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m., or until the job is done.

Required Education and Experience

Minimum of one year of inventory control experience.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.