

# Injen Technology Co., Inc.

## Job Description

JOB TITLE: **WAREHOUSE INVENTORY CONTROLLER**

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EMPLOYEE:

FLSA STATUS:

SALARY: \$68,000.00

PROBATION PERIOD: 90 days/\$3,000 raise - 180 days/\$4,000.00 raise

SHIFT: 8:00 am to 5:00 pm

DEPARTMENT: Inventory Control/Planning

START DATE: July 25, 2022

REPORTS TO: Ron Delgado

DATE: 07/15/22

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**Position Summary:** As Warehouse Inventory Controller (WIC) you will ensure that all raw materials and finished goods of the organization is managed well. You will take steps to decrease the excess inventory as well as ensure that enough stock is available to meet the customer's requirements. The WIC will ensure that all raw materials and finished goods are kept in safe place and track sales figures, ensuring the accuracy of inventories in Sage.

The Warehouse Inventory Controller will have direct supervision and coordination of the Inventory clerks, Junior buyer/Expeditor, and the Buyer/Planner located in Pomona and Montclair. You will be responsible to train personnel and supervise work to ensure compliance with quality standards, procedures, policies deadlines, and helps to resolve issues.

You are responsible for evaluating the performance of the employees working under you. You will also train and teach with the implementation of all Sage modules. Our number one goal will be to rely on Sage for the purchasing of raw materials and to keeping proper inventory levels of finished goods and reduce lead times.

### Responsibilities:

- To establish and execute cycle count schedule in compliance with the corporate accounting objectives
- Implement the use of Sage modules MRP system, set up mid-max's and rely on Sage reorder points.
- To coordinate and oversee the daily cycle counts of the various inventory assets
- To investigate, identify and reconcile the cycle count discrepancies, i.e., shortages as well as overages
- To audit process along with paper flow errors and try to spot the inconsistencies that affect the accuracy of the inventories
- To take care of the inventory areas by organizing and maintaining efficient material handling and storage
- To maintain the cycle count records so that it can be reviewed by the management and provide the reports related to cycle count activity
- Maintain policies and procedures related to inventory control. Develop standards and procedures to maintain sufficient raw materials.
- Supervise and coordinate the appropriate processing of various purchase requisitions, receiving reports, purchase orders, inventory requisitions, etc.
- Communicate with vendors about the merchandise and its concerned inquiries.
- Authorize all adjustments made to the inventory and investigate the inventory issues like quality control complaints, customer complaints regarding products, etc.

- Track the variances in the inventory, to facilitate better planning as well as interpret variances and correct the problems that have come up.
- Validate merchandise that has been received to the package and description details from the original order.
- Work in tandem with department leads, Shipping Supervisor, and Production Supervisor and maintain flexible attitude in supporting all the work that helps in achieving organizational goals.
- Coordinate damaged and defective products and make sure that it is accounted and handled properly by dumping it, reconditioning, or returning it to the producing plant.
- Ensure that all the employees work towards achieving the objectives related to inventory control management and make suggestions for improvement to the management.
- Continually analyze raw materials, work in process (WIP), and Finished Goods to drive production and keep the Montclair warehouse fully stocked.
- Issue production schedule and work orders based on oldest purchase orders and ensure that the Production Supervisor remains on schedule.
- Oversees job assignments and activities of Inventory Control Staff
- Collaborates with warehouse managers to provide performance evaluations that are timely and constructive
- Other Duties as assigned

**Education and/or Experience:**

- Bachelor's degree preferred, with 5-10 years' progressive experience in Warehouse Management, Inventory Control in manufacturing and eCommerce or equivalent combination of education and experience.
- 1-3 years' experience with new warehouse installation and/or warehouse relocation, highly desirable.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills and attention to detail.
- Thorough understanding of inventory policies and procedures.

**Job Type:** Full-time

**Hours:** 8am – 5pm, Monday – Friday

**Benefits:**

- Medical, Dental, Vision
- 6 Paid Holidays
- Vacation / Sick Time
- Product Discounts

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles.

Hands are exposed to oils, solvents, and water-soluble coolants.

The noise level in the work environment is usually moderate.

President signature

Name

Date

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Employee signature

Name

Date

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