

# JOB DESCRIPTION



<b>Job Title:</b> Inventory Control	<b>Reports To:</b> Director of Customer Success & Quality
<b>Classification:</b> Hourly	<b>Location:</b> Based out of Marysville, Ohio

**Job Objective:** Inventory Control will assist the Management staff in ensuring the completeness, quality, and accuracy of all inventories for all accounts.

**Summary:** In addition to performing the essential duties of an Inventory Control employee such as completing audits, performing cycle counts, troubleshooting and researching inventory in the WMS, reporting out metrics, moving inventory, and assigning locations, they will also be responsible for driving quality, process consistency, and problem solving on the assigned shift.

## **Essential Duties:**

- Coordinates with operations team to ensure accuracy and quality of operational processes.
- Act as problem solver and resource for warehouse associates seeking assistance on location and status of inventory.
- Ensuring timely and effective communication with Supervisors and operations Leads.
- Record and manage impaired or damaged merchandise items.
- Report out discrepancies to leadership and operations team.
- Strong problem-solving abilities to understand the root cause of inventory issues and discrepancies.
- Communicates issues and proposes solutions or process improvements to eliminate errors.
- Complete daily reporting requirements.
- Work in a safe manner while enforcing company policies and OSHA standards.
- Adhere to all GMP, Quality and Performance policies or standards as set by the company.
- Carefully handle merchandise to tag, label, and stockpile merchandise.
- Operate material handling equipment (stand up lift, reach forklift or other equipment).
- Enter data in inventory and logistics software programs.
- Pull data and applicable reports from inventory and logistics software programs.
- Ability to understand how raw data illustrates the current state of operational processes.

**Supervisory Responsibilities:** None

**Work Environment:** The physical environment requires the employee to work in an open warehouse setting with unregulated temperatures, where people are walking, and forklift equipment is maneuvering most of the shift.

**Physical Demands:** The physical demands of the job include standing, typing on handheld scanner, using a computer, picking up and handlings boxes or products 8+ hours a day. Employees are required to be able to bend over, stand, and lift up to 80lbs.

**Position Type and Expected Hours of Work:** This position is full-time. Employees typically work Monday-Friday. It is expected that employees will work overtime when it is needed.

**Travel:** This position would require minimal to no travel, less than 25%. Employees may travel on occasion to move products in between facilities. Position is based out of Marysville, Ohio where there are two buildings and will also work at the East Liberty building.

## **Qualifications:**

- Education
  - High School Diploma or GED is required.
- Experience
  - 3 years of experience in warehouse/distribution center operations.
  - Prior forklift experience – 2 years highly preferred.

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- 2 years of experience working in spreadsheet software.
- 2 years analyzing data associated with processes, identifying opportunities, and providing recommendations for improvement.

**Knowledge, Skills, & Abilities:**

- Strong attention to detail.
- Strong communication skills.
- Proficiency with inventory and warehouse management systems.

**Disclaimer:** *This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. Employees will be notified of any additions or changes to activities, responsibilities, duties or expectations by their direct supervisor or anyone in a position of authority within EASE Expedited, LLC.*

*Ease Expedited LLC is an equal opportunity employer. Each applicant and employee will be given full consideration for employment and advancement without regard to race, religion, color, sex, national origin, veteran status, age, or disability.*

**Employment At Will:** *EASE Expedited, LLC is an "at-will" employer. "At-will" means that you or Ease can end the employment relationship at any time, for any reason and without cause or notice. You and Ease have not entered into any length of employment contract.*