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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | INVENTORY SPECIALIST | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of an inventory specialist consists of coordinating and expediting the flow of work and materials within or between departments of an establishment according to production schedule. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A high school diploma or equivalent; * Ability to give full attention to what other people are saying, and to use logic and reason to identify the strengths and weaknesses of alternative solutions; * Ability to manage one's own time and the time of others, and to adjust actions *in re*lation to others' actions. | | | | |
| COMPETENCIES: | | * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. * Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations. * Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done. | | | | |
| TASKS: | | * Calculate figures such as required amounts of labour and materials, manufacturing costs, and wages, using pricing schedules, adding machines, calculators, or computers; * Compile information, such as production rates and progress, materials inventories, materials used, and customer information, so that status reports can be completed; * Confer with department supervisors and other personnel to assess progress and discuss needed changes; * Confer with establishment personnel, vendors, and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays; * Distribute production schedules and work orders to departments; * Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications; * Record production data, including volume produced, consumption of raw materials, and quality control measures; * Requisition and maintain inventories of materials and supplies necessary to meet production demands; * Review documents such as production schedules, work orders, and staffing tables to determine personnel and material requirements, and material priorities; * Revise production schedules when required due to design changes, labour or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production, and engineering. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |