|  |
| --- |
| **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. |
|  |  |  |
|  |  |  |
| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |