



Inventory Control Analyst

Document
Number:

JD-WHS-15.01

Job Description

Department:

Warehouse

Effective Date:

March 04, 2016

Revision No

0

I Reason for Existence

Responsible in implementing, and monitoring procedures to ensure that the proper inventory is in all warehouse locations. The person will lead the cycle counts in a program to identify and eliminate any problems found in daily cycle counts and to have an accurate inventory management.

II Immediate Leader

Warehouse Operations Supervisor

III Duties and Responsibilities

1. Coordinate a cycle count program and monitor the result by performing daily Inventory Report Analysis (IRA) to ensure 100% accuracy of the actual inventory versus Warehouse Management System (WMS) and/or client's Enterprise Resource Planning (ERP).
2. Perform thorough investigation and document inventory discrepancies by using all available resources i.e. STO (Stocks Transfer Order), DO (Delivery Order), RFI (Request for Quality Inspection), DR (Delivery Receipt), etc., to identify root causes and supply possible solutions.
3. Work with key personnel by effectively implementing process improvements of operational procedures to optimize overall location and bin accuracy and maintain the highest possible productivity levels.

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4. Develop and maintain all procedures and protocols in regard to proper inventory control by performing internal process audit and monthly wall to wall count for the purpose of maintaining accurate information for management and client/principal.
5. Perform any other function as assigned by his/her immediate leader.

IV Minimum Qualifications

1. Graduate of any 4 year course preferably business or IE course.
2. Minimum of 2 years' experience on the position or with related experience.
3. Good written and oral communications.
4. Working knowledge and understanding of WMS concepts.
5. Wide knowledge on MS Excel.
6. Proven problem solving abilities and analytical skills.
7. Strong attention to details and follow-through skills.
8. Effective organization and interpersonal skills.
9. Must have the ability to work independently.

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