



River Bend Industries LLC

Job Title Inventory Control Specialist

Department Manufacturing

Location Blanchard OK

General Purpose

The inventory control specialist will be responsible for acquiring parts needed for the manufacturing process. They will organize the warehouse, pull the components from inventory and make sure they are distributed to the plant personnel. They will also aide in working to lower inventory levels alongside purchasing.

Key Tasks and Responsibilities

The activities, functions and areas of accountability for the job are clearly defined here.

Oversees the flow of inventory in and out of the warehouse

Responsible for stocking and organizing parts storages and preparing kits for manufacturing

Responsible for completing and organizing all levels and types of inventory transactions using an ERP based software

Produce reports and recommendations to management about ways to lower inventory and reduce costs associated with inventory

Work with purchasing agent to assure proper purchasing techniques, available parts and shortages

Work with vendors to maintain proper VMI counts and processes

Organize scheduling efforts to provide materials in a timely matter

Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.

Education and Training

High school diploma preferred

Knowledge and Experience

Experience in supply chain. Understanding of inventory processes and ERP systems preferred. Manufacturing experience and knowledge preferred. Ability to drive a forklift a plus.

Core Competencies

Extremely strong communication skills

Ability to learn and multi task

Strong ability to cross train in different areas

Adaptability and problem solving skills required

Ability to handle stressful situations

Reasonable computer skills required

Working Conditions

Exerting up to 40 pounds of force regularly. May be required to lift, carry, push, pull, or otherwise move objects, including the human body. Job would involve long hours of standing and moving around.

Compensation and benefits

Pay range of 17-20 per hour

50% of health and dental insurance paid for employee only (after 60 days)