



JOB DESCRIPTION

Title: Inventory Control Specialist

Date: September 26, 2025

Classification: Hourly (Non-Exempt)

Reports to: Director of Procurement & Project Mgmt.

Job Summary:

Develops, implements and carries out inventory control procedures and processes to ensure accuracy, efficiency, and compliance.

Responsibilities:

- Monitor inventory levels and track stock movements to maintain optimal inventory levels and prevent overstocking or stockouts
- Conduct regular physical inventory counts to reconcile physical stock with system records and identify discrepancies.
- Coordinate with procurement to ensure timely and adequate stock replenishment.
- Analyze inventory data to identify trends, forecast demand, and recommend adjustments to inventory levels or stock replenishment strategies.
- Conduct regular audits to ensure inventory accuracy, identify discrepancies, and implement corrective actions.
- Maintain accurate and up-to-date inventory records, including item descriptions, quantities, locations, and stock movements.
- Generate regular reports on inventory performance, stock levels, and key metrics for management review.

Skills/Abilities/Qualifications Required:

- High School Diploma or equivalent; Additional education in supply chain management, logistics or a related field is preferred
- Must be able to communicate verbally and in writing
- Excellent organizational and time management skills to handle multiple tasks and meet deadlines
- Strong attention to detail and accuracy in data entry and record keeping
- Proficient in using inventory management software and tools
- Analytical mindset to interpret inventory data, identify patterns, and make data-driven decisions
- Ability to work collaboratively and communicate effectively with cross-functional teams
- Strong problem-solving and decision-making skills to resolve inventory-related issues
- Knowledge of inventory control principles, procedures, and best practices
- Familiarity with supply chain management concepts and practices
- Understanding of warehouse operations and inventory handling processes
- Ability to adapt to changing priorities and work under pressure in a fast-paced environment
- Able to work independently with minimal supervision
- Capable of regular and reliable attendance
- Able to lift and move up to 50lbs if required and can sit, stand, climb stairs and ladders