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Inventory Control Coordinator

Description

Job description

1st Shift and 2nd Shift available

- **1st shift** 8 am to 4 pm Monday – Friday
- **2nd shift** 12 pm to 8 pm Monday – Friday

Position Summary:

The **Inventory Control Coordinator** is responsible for supporting production by pulling and allocating material from inventory to designated staging areas. You will be will be required to stage finished goods for pick up or put them away into storage.

Essential Responsibilities:

- Monitors inventory levels and schedules item to meet production schedules.
- Maintain inventory by identifying, labeling, and placing materials and supplies in stock.
- Maintains in-process inventory by delivering and opening materials and supplies.
- Locates materials and supplies by pulling and verifying materials and supplies listed on work orders.
- Provide ideas/insights to refine established procedures to improve inventory accuracy and efficiency
- Active participant in the cycle count program. Ensure daily, weekly and monthly cycle counts are maintained and correct.
- Responsible for monitoring inventory levels and evaluating transactions to resolve count discrepancies.
- Identify and escalate as appropriate issues regarding the handling and storage of product.
- Analyze inventory variances.

Required Skills and Competencies:

- Minimum 5 years of experience in a Factory position;
- High School Education a must
- Excellent communication skills, both oral and written
- Strong attention to detail and ability to self-check own work
- Excellent time management skills

Hiring organization

Premier Personnel Group

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Employment Type

Full-time

Industry

Manufacturing

Job Location

Somerset, New Jersey

Working Hours

8 hour shift

Base Salary

\$ 22 - \$ 24

Job Type: Full-time

Salary: \$22.00 – \$24.00 per hour

Schedule:

- 8 hour shift
- Day shift
- Evening shift
- Monday to Friday
- No weekends

Experience:

- Inventory control: 1 year (Preferred)
- Manufacturing: 1 year (Preferred)

Work Location: In person

Job Benefits

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Contacts

Please send your resume for immediate consideration!

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