

Inventory Control Specialist

*Lafayette Industries has an immediate opening for a qualified professional for an **Inventory Control Specialist** at our West (Manchester) location. The ideal candidate will be a detail-oriented team player with the proven ability to multitask and problem solve in a fast-paced work environment. We offer a competitive salary and excellent benefits.*

Position Summary:

The Inventory Control Specialist is responsible for managing the organization, storage, documentation, receipt from vendors/customers and distribution of all raw, stored and purchased inventory to production. Position reports to Manager of Production Planning & Inventory Control.

Responsibilities:

- Ensure that all receipt data/receiving paperwork/documentation is reviewed, correct and accurately received into the perpetual inventory system. Release PO's.
- Resolve paperwork/supplier/shipment issues. (e.g. missing PO numbers, pack list, info on outside of box, missing totes, missing bottles, miss-scanned items, etc.).
- Act as company liaison with customers regarding inventory levels, material deliveries and job status information.
- Work closely with production staff, warehouse, sales, customer service and accounting staff to balance inventory supply and demand, issues and discrepancies.
- Maintain perpetual inventory and adjust as needed.
- Compile and maintain required documentation, tag product locations and conduct secondary search of inventory for affected product.
- Review and approve all supplier invoices in required timeframe to ensure prompt payments and receipt of discounts.
- Assist with periodic physical inventory as required
- Identify and implement inventory management plans to address customer service and cost improvement objectives.
- Facilitate excellent vendor management practices.
- Other duties as assigned by management.

Qualifications:

- High school or GED required. BS in related field desired.
- Proficient in the use of Microsoft Office Suite - Word, Excel, Access, PowerPoint, Outlook.
- Familiar with MRP systems.
- Ability to work independently with minimal supervision.
- Excellent communication skills and strong mathematical ability.
- Forklift certified.

Skills/Experience Required:

- 3-5 years related work experience in production and inventory management, or an equivalent combination of education and/or experience.
- Demonstrated experience operating material handling equipment.

Compensation: Commensurate with experience.

Benefits:

- 403(b) Retirement Savings Plan
- Paid Vacation & Paid Holidays. PTO & Personal Days
- Group Health Insurance & HRA (Company contributes towards employee premiums)
- Dental, Vision & Life Insurance available for employees, spouse and dependents
- Company Paid Life Insurance. Supplemental Life Insurance available for employees and family
- Attendance Incentives. Summer hours

How to Apply?

If you are interested in this position, email your resume to Vicki Whiteside, Human Resources, at hr@lafayetteindustries.com or call 636-227-5666, ext. 1120.