



## **Inventory Control Specialist**

**Code:** 43

**Fields of study:** Supply Chain Management, Operations Management, Business Management, Vocational School, solid experience in the area or On-the-Job Training.

### **Description**

Eagle Rock Business Solutions Group LLC is pleased to provide opportunities to sharpen your business, analytical, research and other specialized skills while working on exciting and challenging projects. The candidate for the Inventory Control Specialist position will be assigned to work with a specific client and will be required to perform the duties at client's premises. The position is an essential key in implementing, and monitoring procedures to ensure that the proper inventory is in all warehouse locations. The position will assist management in the development and implementation of a formal program to audit all areas related to inventory flow for integrity and accuracy. The individual will lead the cycle counts in a program to identify and eliminate any problems found in periodical cycle counts and will assist branch warehouses with their inventory control procedures. Some domestic travel is required (<1%)

### **Responsibilities**

- Develop, implement, and monitor all key functions related to inventory transactions to ensure they are accurate and timely.
- Coordinate periodical cycle counts, their progress and results to identify necessary recounts processes to be monitored and provide regular reports on the results.
- Perform thorough research and document inventory discrepancies using all available resources to identify root causes and supply possible solutions.
- Work with key personnel to effectively implement process improvements to operational procedures to proactively optimize location and item level accuracy and maintain the highest productivity levels.
- Monitor warehouse transfers for accuracy and cost-effectiveness and ensure the proper procedures when billing customers.
- Monitor special orders, returns, defective items, etc.
- Implement models, methodologies and other resources to ensure success.
- Act as a liaison between Eagle Rock's management and consultants and key client's contacts to ensure customer satisfaction.

### **Required qualifications**

- Open to Supply Chain Management, Operations Management, Business Management, Vocational School, solid experience in the area or On-the-Job Training.
- Candidates must be able to work 40 hrs. per week.
- Candidates should have a robust intellectual curiosity, attention to detail, and strong aptitude for critical thinking.
- Strong proficiency in Microsoft Office Suite, especially advanced capabilities in Microsoft PowerPoint, Access and Excel is desired.

- Understanding of VBA programming
- Strong verbal, writing and presentation skills with the ability to develop and deliver recommendations at executive levels.
- Assist in the development and presentation of client recommendations.

### **Required skills and abilities**

- Active listening
- Coordination
- Speaking
- Time management
- Manual dexterity
- Static strength
- Oral comprehension and expression
- Information ordering
- Speech clarity
- Written comprehension
- Accuracy and exactness

### **Work activities**

- Handling and moving objects
- Performing general physical activities
- Getting information
- Communicating with supervisors, peers, or subordinates
- Establishing and maintaining interpersonal relationships
- Face to face discussions
- This position may require walking or standing for long periods of time during the day

### **Additional qualifications:**

- Candidate may be required to perform other duties as requested, directed or assigned.
- Knowledge of QuickBooks inventory capabilities is a plus.

### **Primary location:**

Idaho Falls, ID

### **How to apply**

Send Resume and Cover Letter to [jobs@eaglerockbsg.com](mailto:jobs@eaglerockbsg.com)