

Career Opportunity: Inventory Manager

We are looking for a self-motivated Inventory Manager that can help keep the company as organized and efficient as possible.

Inventory Manager Responsibilities:

- Ordering supplies when needed.
- Organizing supply room.
- Tracking, logging, labeling, and monitoring incoming/outgoing parts and supplies.
- Seek ways to improve the efficiency of the supply room.
- Shopping around for the best pricing from different vendors to ensure we are not overpaying for any items.
- Occasional minor maintenance on tools/equipment.
- Running errands for the company.
- Having a good thorough understanding of the companies' inventory and locations of the inventory so there's no time wasted searching.

Inventory Manager Requirements:

- Previous work experience with inventory is a plus.
- Maintaining a positive attitude and being open minded.
- Must be self-motivated.
- Ability to adapt and change at the pace of the company and its growth.
- Basic math skills.
- Ability to create and modify Microsoft Excel spreadsheets.
- Willingness to learn about the parts/supplies that we stock so you can communicate throughout the company.

At Dean Construction we pride ourselves in providing the best customer service and the highest quality of products and behind that is a well-organized system. The position has room for exponential growth depending on the individuals ability to adapt and learn.