

SPECIFICATION RUBBER PRODUCTS

General Job Description

Title: Inventory Control Technician

Position Level: 7

Reports to: Technical Manager



Specification Rubber Products, Inc.

General Job Qualifications:

Implement inventory control measures to ensure the accuracy of inventory quantities and commitments to Work Orders and Sales Orders. Work with Shipping/Receiving/Warehouse and Production Departments to ensure timely/accurate inventory transactions and proper inventory movement throughout the plant. Assist personnel with troubleshooting and resolving issues impacting Purchase Order Receipts, Shop Floor Reporting, and Shipping. Train appropriate personnel in JDE and/or Data Collection Software regarding inventory transactions, troubleshooting, and issue resolution.

Essential Duties and Responsibilities:

- Create and maintain Inventory Control Procedures to ensure accuracy and integrity of JDE inventory.
- Utilize tools within JDE to resolve inventory issues. Such tools would include but not be limited to, *Inventory Transfers, Reclassifications, and Adjustments*.
- Utilize tools within JDE to resolve work order issues. Such tools would include but are not limited to, Production Status and History Inquiries, Work Order Issues, Work Order Completions, and Super Backflush applications.
- Liaison working with and training all employees on workflows using Data Collection Software (i.e., RFSmart and/or RFGen).
- Audit work orders and ensure they are correct and completed accurately. Make sure all appropriate inventory has been committed to the job correctly, any unused components are correctly put back in inventory, and completion counts are correct and properly tagged.
- Conduct inbound purchase order receipt audits on purchase orders and ensure they are received timely and tagged properly.
- Conduct outbound shipment audits on sales orders to ensure picked inventory counts are accurate and match paperwork.
- Work with Finance to implement and execute a Cycle Count Program. Lead and facilitate regular cycle counts, ensuring all inventory is counted twice a year.
- Work with Finance, Procurement, QA, and Warehouse staff regarding rejected/defective materials, taking the necessary actions to control non-conforming inventory.
- Adhere to all Specification Rubber policies and procedures.
- Other duties as assigned.

Qualifications:

- Demonstrate knowledge of ERP Inventory Management Modul and ERP Shop Floor Management Module, specifically in the areas of Production Reporting.
- Ability to develop and maintain strong relationships and collaboration with key personnel and departments.
- Ability to export data from the ERP System and develop reports utilizing tools such as MS Excel, specifically V-lookup and Pivot tables.
- Have a strong attention to detail, must be organized and a self-starter, and able to perform roles with little to no supervision.
- Possess professional business ethics and skills and have the ability to work with others.

Education and Experience:

- Associate degree in Business or related field or equivalent experience with JD Edwards and inventory control.
- High School diploma.
- Strong ERP systems computer software, including MS Office experience.

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