



Job Title: Inventory Control Clerk

Division: Kentucky Trailer Manufacturing

Location: Louisville, Kentucky (Logistics Drive)

Reports To: Inventory Control Coordinator

Description:

Position Key Accountabilities:

- Responsible for activities related to auditing physical to system records for purchased and manufactured inventory.
- Validating manufacturing material shortages.
- Act as the liaison to the Purchasing, Quality, Accounting, and Engineering teams for the Materials Dept.
- Create and maintain inventory tracking metrics within Microsoft Office software and current ERP systems.
- Responsible for the management of all material obsolescence.
- Responsible for the management of the nonconforming material procedure
- Investigates inventory variances and adjust records if necessary.
- Monitor the activities associated with supplier return shipments including overages, shortages and damages.
- Audits daily material transaction and reporting procedural compliance and associate development.
- Cross-trains and provides back up Department Area Leaders and Supervisor.
- Performs other related duties as assigned by management
- Coordinates and performs physical inventory and reconciliation process of a different work center each month.

Requirements & Qualifications:

- Prefer Associates Degree or equivalent experience.
- APICS certified, or active member working towards certification.
- Minimum 3-5 years inventory control experience.
- Minimum 2-year supervisory experience
- Strong communication and interpersonal skills
- Inventory Systems experience; must have experience using ERP systems
- Demonstrated experience using Microsoft Office & Syteline or relevant software

- Ability to interface with cross-functional departments to resolve issues and identify areas of opportunity (Mfg., Accounting, Purchasing, Quality, and Engineering.)
- Highly detailed, organized, & independent worker.

Fundamental Irreplaceable Behavior Values:

Interpersonal Skills: Easy to get along with; Treats all people with dignity and respect ; displays *kindness*; shows interest in others; gives others appreciation and encouragement; common courtesy; Always approachable; never rude; Aware of and sensitive to what other people are feeling; Is at ease with people at all levels; Does not belittle the opinions or work of other people, regardless of their status or position; Deals effectively with a diverse workforce; Demonstrates a high degree of “emotional intelligence”; Truly values and genuinely likes people; Treats others with *respect* and as important person; Is *unselfish* and meets the legitimate needs of others; Serves others.

Ethics and Integrity: Admits mistakes in spite of the potential for negative consequences; Presents unpleasant or disagreeable facts in an appropriate manner; Keeps promises; meets goals and deadlines; Avoids situations and associations that could be considered inappropriate; *Honest* in all dealings; Upholds and models organization’s values; Does what you say you will do; Is *forgiving* when wronged.

Business Demeanor / Temperament: Displays a positive attitude and optimism about the work to be done, the people he or she works with, customers, management, and company policies; Has a constructive sense of humor; Maintains a calm temperament and pleasant demeanor; Shows self-control; Doesn’t spread gossip or rumors; Acts as a positive influence on others; Is courteous, *patient*, cooperative, and helpful; Is *humble*, never boastful or arrogant.

Accountability: Accepts personal responsibility for the quality and timeliness of his/her work; Acknowledges and corrects mistakes; Doesn’t make excuses or blame others for errors or problems; Carries his/her fair share of the workload; Does what he/she *commits* to doing.

Excellent Performance Outcomes:

- Bring the cycle count program current to schedule for required counts.
 - Re-establish and regularly produce current ABC analysis
 - Collaborate with Workforce Development to evaluate, train, and provide performance indicators for cycle counting as it relates current material staff.
- Develop a material obsolescence board that permits part evaluation and regular authorized re-purpose or disposal
 - Achieve OBS reduction by 30K for 2016.
- Develop metrics that monitors effectiveness of Inventory Control program improvements.
- Develop a standard of work and administrate the regular and accurate item master parameter setup.