
Job Title: Inventory Control Lead – Oxnard, CA

SUMMARY: Establish order levels, receive parts, enters received materials into inventory, stocks parts, maintains records of material in the inventory, and conducts cycle counts. Monitors reorder points and initiates action to replenish stock.

ESENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

- Communicates current stock and potential issues with orders
- Monitors stock usage and set minimum levels
- Maintains emergency stock for critical components
- Establishes order levels for blanket orders on standard components
- Reports inventory activities and variances to staff and to purchasing
- Receives parts into computer, makes necessary adjustments – price, quantity, and description and vendor changes
- Reviews and applies inventory activities, including vendor change, part deletions and details of why changes were made
- Develops efficient inventory management procedures (just in time)
- Reconciles inventory discrepancies
- Reports any stock issues to management weekly and advises purchasing of any shortages
- Reports weekly on low / depleted inventory
- Maintains a list of inventory of not usable items
- Makes sure that overages issued to a job are returned and input back into inventory
- Conducts cycle counts weekly – 5 to 10 inventory items
- Maintains and evaluates inventory records; oversees what is not moving
- Works directly with purchasing
- Directs the inventory clerks
- Keeps receiving log current; reviews receiving log regularly to keep it up to date
- Performs miscellaneous job-related duties as assigned.

QUALIFICATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE :

Associate's degree (A.A.) or equivalent from a two-year college or technical school (preferred);
3-5 years related experience; or equivalent combination of education and experience;
Demonstrated ability to manage multiple staff, projects and deadlines;
Knowledge of supplies, equipment, and/or services ordering and inventory control;
Ability to reconcile stock counts, manage cycle counts and record data;
Ability to maintain proper amounts of raw material in inventory
Administrative and computer skills of experience with an order entry and database management system
ERP, AS400-helpful, Excel, Word, and Outlook.

Send resumes to:
Acme Cryogenics, Inc.
Attention: Human Resources
2801 Mitchell Ave, Allentown, PA 18103
Fax: (610) 791-0640
Email: hr@acmecryo.com

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