JOB DESCRIPTION: Inventory Control Specialist Assistant

PcsOutdoors is a major distributor of Hunting and Trapping Supplies. We are currently interviewing for an Inventory Control Specialist Assistant with a background in Accounting/Accounts Payable.

Work Schedule: Monday – Friday, 8:00 A.M to 5:00 P.M. This position reports to the Inventory Control Manager and will work in close association with Accounting.

Inventory Control Specialist Assistant RESPONSIBILITIES:

- Conduct inventory analysis to solve issues
- Receive all shipments and assure accuracy to Purchase Order (PO)
- Provide purchasing manager with accurate inventories
- Monitor and manage accounts payable issues for the division
- Reconcile customer billing issues
- Work with accounting as necessary in regard to ecommerce financial business
- Assist in packing customer orders
- Implement control procedures and automations
- Configure warehouse spaces as dictated by forecast of inbound merchandise
- Service customer and production needs
- Handle customer returns
- Perform other associated tasks as may be assigned

Inventory Control Specialist Assistant REQUIREMENTS

- Previous experience working with Inventory.
- Good computer skills, prefer Microsoft Excel and Word experience.
- Must pass a criminal background check and pre-employment drug screening
- Capable of lifting up to 50 lbs, reach overhead, bend at waist, stoop, kneel
- Must have a minimum of a Associates Degree in Accounting
- Occasional overtime and weekend work is mandatory when required

CONTACT

To inquire about the Inventory Control Specialist Assistant position and application instructions, please contact Dennis Kelly, HR Manager, Phoenix Composite Solutions, LLC (989) 739-7108

JOB SNAPSHOT

Employment Type Full-Time
Job Type Retail, Manufacturing, Distribution - Shipping, Warehouse
Education Associate Degree
Experience At least 1 year(s)
Industry Ecommerce, Manufacturing, Industrial, Import - Export
Required Travel None