

Gosiger, Inc., one of the nation's largest machine tool distributors, is a third-generation, family owned business, founded in 1922 and headquartered in Dayton, Ohio.

INVENTORY CONTROLLER

PRODUCT SUPPORT DIVISION • DAYTON, OHIO 45402

ESSENTIAL RESPONSIBILITIES:

1. Performs the receiving function in business system and ensures that received goods are stocked in the proper bin location within 24 hours.
2. Resolves discrepancies between purchase orders and actual goods received.
3. Performs cycle counting in accordance with the department policy.
4. Picks items needed to fill sales orders and prepares packing list, then delivers to shipping department for pack & ship.
5. Processes stock issues and requisitions as needed for other Gosiger Divisions in the business system, picks parts and stages them for delivery.
6. Ensures that returned goods from customer sales orders and "Core Exchange Items" are handled timely in accordance with Division Policy.
7. Ensures that paperwork for receipts, issues, picking sheets, and returns are properly processed and filed per department policies.
8. Invoicing the daily stock shipments in accordance with department policy.
9. Keeps your work area as well as general and shared work areas neat and orderly, always maintaining a clean work environment.
10. Help and assist as a primary or backup role the Shipping/ Receiving Coordinators as described on the Shipping/ Receiving Coordinators job description. Assists as needed with facilities maintenance.
11. Continuously reviews current processes and procedures to make it easier for internal/external customers to do business with department/division. Ensure processes and procedures allow efficiency in work performed.
12. Based on business need, assists, supports and/or performs other job functions within department or other work area's within scope and ability.
13. Responsible for maintaining current technical, interpersonal, and communication skills through continuous development. Progressive development of skills should be cultivated through further education, seminars, company training and other external resources such as reading material.

ESSENTIAL REQUIREMENTS:

1. Must have high school education or equivalent experience.
2. Must have good organizational skills with a demonstrated propensity for attention to detail.
3. Must have computer skills needed to manipulate job-related software/programs.
4. Demonstrated self-starter with proven good attendance record and social skills needed to work productively in a group environment.
5. Demonstrated application and commitment to customer satisfaction.

We offer a competitive compensation package commensurate with experience and education, and an excellent benefit package. If you are interested in this position, please send your resume via email to HR@Gosiger.com.

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