

Inventory Control Specialist

Compensation: Commensurate with experience

Employment Type: Full-time

The Closet Works, Inc., a leading custom closet company for over 25 years, based in Montgomeryville, is seeking an Inventory Control Specialist for our manufacturing and warehouse facility. The Inventory Control Specialist is responsible for receiving, checking and logging all incoming inventory deliveries as well as maintain inventory levels and locations. As an Inventory Control Specialist, your attention to the small details and strong work ethic will ensure our operations continue to run smoothly. The position is for a full-time employee who wants more than a job, but rather a career with a proven company.

Responsibilities and Duties:

- Receive and inspect incoming deliveries of inventory material
- Accurately label incoming material for identification
- Report any order discrepancies or material damages to management
- Maintain and update inventory records within inventory control system
- Maintain acceptable and accurate inventory levels and locations
- Develop and implement efficient inventory management procedures
- Report any stock issues to management
- Conduct monthly physical inventory evaluations in a timely manner
- Pick and prepare customer orders for shipment
- Perform additional duties as directed

Requirements:

- High School diploma or equivalent
- Experience with warehouse inventory management is preferred but not required
- Good vision and a good state of physical conditioning
- Ability to lift and carry items up to 40 pounds repeatedly
- Crouching, climbing and reaching
- Strong communication, interpersonal and listening skills
- Meticulous attention to detail
- Strong math and organizational skills

Personal Characteristics

The successful candidate will be intelligent, willing to learn, possess a positive and upbeat attitude and be a team player who is comfortable with and capable of following instructions. They must also be hardworking and have the ability to work with minimal supervision. Those who have experience managing warehouse inventory are encouraged to apply. If you are interested in this position, please forward your resume to Wayne Evans, Vice President of Manufacturing at wevans@closetworksinc.com