

Position Description:

Inventory Control Coordinator

We are currently seeking a dependable and detail-oriented person to fill an Inventory Control Coordinator role. The main responsibilities of this position are to perform inventory control tasks, ensure inventory control procedures are followed, and suggest improvements to our processes. During the peaks of business activities, this person will help the logistics team in a hands-on approach to whatever role is most needed. A high degree of physical activity is involved in this role with walking several miles a day throughout the facility. The opportunity for growth with additional responsibility exists with this position.

Schedule: M-F 8:30 to 4:30

Responsibilities Include:

- Perform weekly cycle counts and inventory audits
- Manage and perform physical inventory counts
- Investigate inventory discrepancies
- Maintain accurate and current inventory data
- Make appropriate inventory adjustments and transfers in the order management system
- Work in improving warehouse space utilization, such as consolidating pallets and rearranging shelving
- Data entry of recorded lot numbers into necessary files
- Perform inventory inspection of product received from manufacturing
- Product repackaging and case relabeling as needed
- Be Part of the Team: execute warehouse tasks such as shipping and receiving as needed
- Additional responsibilities to be determined

Qualifications:

- A minimum of 2 years of warehouse work experience
- Strong administration and organizational skills
- Attention to detail is very important
- Strong Computer Skills – Microsoft Office
- Familiarity with QuickBooks is beneficial
- Team Player
- Self-motivated
- Must be comfortable with communicating with coworkers and customers
- Ability to lift and carry boxes (up to 40lbs)

To Apply:

Submit cover letter and resume to: Brent Theall (brentt@celltreat.com)

CELLTREAT Scientific Products is a manufacturer of laboratory consumable products for the Life Science industry. The company was founded in 2008 and has experienced continuous double-digit growth throughout the years.