



Job Description

Department: Supply Chain
Location: Philadelphia, PA 19136
Job Title: Inventory Specialist – (Full Time)
Reports to: Director of Supply Chain

Responsibilities (includes, but not limited to):

- Responsible for putting away parts into specific locations.
- Updating locations in E2 for each part number.
- Performing random cycle counting to ensure accuracy of information / process.
- Pulling parts from stock to job and processing information in E2.
- Putting left over parts from job to stock when the job has been complete.
- Ensure that all shelves are clear and orderly.
- Move materials from job bin to the Assembly Department when requested.
- Process and fulfill all part requisition tickets that are submitted.
- Promptly respond to email on a daily basis.
- Process inventory checks and communicate back with internal customer.
- Inspect all COTS items with kind, count and condition.

Skills:

- Conceptual Skills
- Quality Focus
- Job Knowledge
- Strong Computer Skills
- Microsoft Skills (Excel, Word, Access)

Qualifications:

- A minimum of one (1) years of experience in a business/professional setting with a focus of team work, communication, and the need to work within systems and processes.
- Ability to work independently and as part of a cross-functional team with remote locations.
- Maintain excellent attention to detail, possess organizational, analytical, oral and written communication skills.
- Able to handle confidential information, establish priorities and meet deadlines.
- A willingness to work in a small business with a face-paced environment that is committed to excellence and growth.
- Extensive experience with the entire Microsoft Office suite, including Word, Excel, and Outlook.