



Inventory Control Analyst - Clinton, MA

The Inventory Control Analyst role is an exempt position and reports to the Materials Manager.

Position Summary

The Inventory Control Analyst is responsible for:

- The development and analysis of all plant inventory control practices. The position will work cross-functionally to support the continuous improvement of inventory accuracy and waste reduction efforts.
- Collaborate with the Materials Manager on the development of the company's periodic and cycle counting programs
- Coordinate and oversee the execution of Raw Material, Work-in-Progress, and Finished Good inventory counts based upon production and shipping schedule requirements
- Analysis and interpretation of count results and other data, including Root Cause Analyses, identified areas of inaccuracy, and recommendations and implementation of corrective actions
- Entry and validation of count results in the company's ERP software system, following manager review and approval
- Assist with the management of the company's Non-Conforming Product Management program, including inventory adjustments and physical disposition of hold materials
- Compare Bills of Materials against product manufacturing specifications to ensure accurate material consumption
- Prepares various inventory related reports as needed/directed by Manager
- Support select process flow improvement initiatives

Knowledge/Experience

- 2-3 years inventory control experience with success in ensuring inventory accuracy within a fast paced manufacturing environment; food manufacturing or other highly regulated industry experience preferred
- Ability to prioritize and manage multiple tasks simultaneously
- Sound critical thinking and problem solving / investigative skills
- Excellent interpersonal skills and ability to handle multiple tasks while providing superior service to all department and team members
- High energy level, initiative, creative problem solving and sense of urgency
- Electronic Warehouse Management System (WMS) experience strongly preferred
- Experience with lean manufacturing a plus

Education

- HS Diploma required, Bachelors Degree in Business preferred, or equivalent experience

Competencies

- Excellent verbal and communication skills
- Excellent analytical skills and the ability to understand and interpret inventory data, establish facts, and make appropriate decisions. Must have the ability to read various documents, and do basic math. Ability to influence and inspire.
- Excellent computer skills including experience with MRP systems, MS Office Suite applications; MS Navision a plus
- APICS Certification a plus
- Strong problem solving skills

Physical Demands / Qualifications

- Job demands ability to sit for long periods of time
- Ability to keyboard and utilize the telephone
- Ability to walk, climb stairs and be on feet for long periods of time
- Noise level where and hearing protection is required
- Must be able to lift or carry 30 lbs