

## **INVENTORY CONTROL SUPERVISOR**

### **I. DEFINITIONS**

#### **INVENTORY CONTROL SUPERVISOR**

Positions in this job title are responsible for the direction and supervision of a stores and warehouse operation(s). Responsibilities include overseeing the inventory for the store or warehouse, including the shipping and receiving, storage, computerized inventory systems and budgeting. Positions are responsible for recruiting, interviewing, hiring, training, assigning work, evaluating, disciplining, and terminating employees. In addition to functioning as a supervisor, positions allocated to this job title work under general supervision and perform any combination of the following duties and responsibilities:

- Establish and maintain adequate inventory levels
- Recommend new items for purchase
- Purchase items
- Develop overall space lay out
- Order and receive supplies
- Return damaged goods and receive credit
- Oversee receipt of and distribution of items
- Maintain and distribute up-to-date catalog of items for sale
- Oversee inventory or records tracking database/system
- Ensure accounts are current on a monthly basis
- Prepare, reconcile and analyze monthly financial statements
- Develop and implement policies and procedures
- Ensure Material Safety Data Sheets (MSDS) are up to date
- Ensure safety standards are followed

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.