



INVENTORY SPECIALIST

Reports directly to Inventory Control Manager and under daily supervision of Senior Material Handling Supervisor. Inventory specialist will be responsible for coordinating with all warehouse staff and implementing and maintaining all procedures and protocols regarding proper inventory control. This will include high levels of administrative support which also include daily auditing of all warehouses transactions and ensuring the Stock Count Schedule is followed. Analyzing and reporting Inventory weekly to the Senior Material handling Supervisor, with a focus on inventory accuracy and transaction errors.

DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NO LIMITED TO:

- Responsible for collecting and investigating daily audits on all warehouse's transactions.
- Following stock count schedule and ensuring counts are accurate.
- Reviewing inventory records and all adjustment requests.
- Checking inventory items and last count dates to maintain proper cycle counting.
- Identify and resolve discrepancies in inventory and submit end of month item adjustments report.
- Run end of the month total inventory and inventory accuracy report.
- Submit daily audit report.
- Submit weekly audit report.
- Use Empty Bin Sheet to help warehouse lead request low stock items.
- Submit monthly report to Procurement Team on low or no stock items.
- Help to run cycle count and returns teams.
- Helping to audit STR's before they are shipped to ensure accuracy.
- Develop basic understanding of products, part numbers, and product features.
- Adhere to all company policies; including but not limited to attendance, safety, and security and promote positive company culture.
- Performs other miscellaneous task & duties as directed by Senior Material handling Supervisor and Inventory Control Manager.
- Maintains a clean organized work area to facilitate workflow functions.

Requirement and Essential Skills are but not limited to:

- Minimum 3 years of Warehouse experience.
- Minimum of 2 years using a WMS.
- Must have ability to work in a fast-paced environment.
- Ability to analyze information, collect data, define problem, and identify solutions.
- Excellent organizational and leadership skills
- Ability to handle difficult situations, work well under pressure and react quickly to unknown and changing circumstances.
- Ability to prioritize multiple workloads and ensure each is completed on time
- Ability to work independently and as a team.



- Proficient in MS Office; Word, Outlook, PowerPoint, Excel, Teams.
- Willingness to adapt to the changing environment of swiftly growing and evolving company.
- Able to lift a minimum of 25 pounds.

Compensation:

Nora Lighting offers competitive pay and full benefits package that includes medical, dental, vision and voluntary life/AD&D insurance coverage, and a 401(k) plan.

Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information.