

**Job Summary:**

The Inventory Specialist will maintain the organizations outside warehouse location inventory, ordering and supplying necessary items while maintaining accurate records of all procurements.

Duties/Responsibilities:

- Maintains consistent stock of inventory, ordering new stock up to pre-authorized limit as inventory dwindles.
- Assesses inventory reports and order patterns to identify items in need of automatic, recurring delivery.
- Provides inventory reports to purchasing and inventory control manager.
- Develops and maintains good working relationships with sales, shipping, and warehouse location contacts.
- Maintains accurate daily records of goods received and shipments made.
- Process inventory transactions such as warehouse transfers, adjustments, and receipts.
- Resolve discrepancies with quantity, cost, and quality after delivery. Thoroughly research inventory variances to make appropriate adjustments.
- Conducts frequent spot and partial audits of physical inventory. Assists with periodic (at least annual) physical inventory audits.
- Performs other related duties as requested.

Required Skills/Abilities, But not limited to:

- Possesses effective written and verbal communication skills; displays reading comprehension skills.
- Extremely organized and able to work with minimum supervision.
- Ability to develop professional relationships with outside warehouse contacts.
- Ability to perform basic math calculations.
- Demonstrates the ability to quickly adapt to changing conditions and solve problems immediately.
- Shows the ability to work well under pressure, such as when inventory deliveries or shipments become late or forgotten.
- Exhibits the ability to work well with others and maintain organization between cross-related departments.
- Displays the ability to multitask and manage multiple issues at the same time without stress.
- Must be proficient with Microsoft Office products (Word, Excel, Outlook, and Outlook Express)
- Experience with computerized inventory systems required.



Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 40 pounds at times.

COMPENSATION:

Nora Lighting offers competitive pay and full benefits package that includes medical and dental 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, creed, citizenship, disability, and protected veteran or marital status.

Nora Lighting is a Drug-Free Workplace – All Qualified candidates are subject to drug testing

How to Apply: Send an email to purchasingopp@noralighting.com with [job application](#) and resume.