

FERADYNE OUTDOORS JOB POSTING

INVENTORY CONTROL ADMINISTRATOR: IMMEDIATE OPENING

QUALIFICATIONS (EXPERIENCE/EDUCATION)

- High School Diploma or Equivalent (GED) required, additional education desired.
- At least three years' experience in manufacturing, distribution, industrial or related background
- Job Fit Profile Assessment may apply
- Pre-employment Drug Test required for all new hires

JOB DUTIES

| Position/Summary | Essential Duties & Responsibilities |
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| <p>Inventory auditing, cycle counting, inventory control, and maintain accurate inventory.</p> <p><u>Immediate Opening</u></p> <p><u>Immediate Opening</u></p> <p>Submit in person or email FeraDyne Outdoors Employment Application and/or resume to:</p> <p>Human Resources 1230 Poplar Avenue Entrance B Superior WI 54880 jobopps@feradyne.com</p> | <ul style="list-style-type: none"> • Responsible for the overall process of auditing inventory transactions in the system for all raw materials, sub-components and finished goods. • Working with all department heads responsible for reporting all inventory transactions including receiving, purchasing, machine shop, production departments, shipping and accounting functions. • Auditing production reporting on a daily basis, reviewing daily reports furnished from each department head, auditing system reports, auditing actual production numbers and investigating variances or issues as they occur. • Responsible for addressing any negative inventory situations daily and establishing root cause with corrective actions assigned to the responsible party. • Cycle counting raw material as well as finished goods and assisting in maintain an accurate inventory. Investigating inventory issues. • Assist with receiving and purchasing functions as needed since this will be a cross-training required position for the team. • Knowledge of current computer systems through training and ongoing continued training required. • Role Model a positive attitude and good work ethic, be available for employees in your department with behavior and decisions that are consistent with FeraDyne's policies and procedures • Any other duties and/or responsibilities assigned by division manager |
| | <p>Knowledge, Skills, & Abilities</p> <ul style="list-style-type: none"> • Computer experience preferred. • Attention to detail and demonstrated leadership skills a must. • Ability to learn plant systems, information systems, communicate with others, required to operate a Forklift. • Ability to read and communicate in English required. • Must be a good verbal and non-verbal communicator. • Able to follow direction as well as take initiative to achieve tasks at hand. • Basic math skills required. This includes arithmetic • Attention to detail, ability to identify and resolve issues and discrepancies. • Solid logic and reasoning skills are essential. |
| | <p>Physical Demands</p> <ul style="list-style-type: none"> • This job may require operator to stand, walk and drive a forklift. • Must be able to lift between 50 to 70 pounds. |