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| Job Title: | Inventory Control Analyst | Job Category: | Non-Exempt |
| Department/Group: | Accounting |  |  |
| Location: | Dubuque, IA | Travel Required: | <25% |
| Level/Salary Range: | $18.00-$25.00 D.O.E | Position Type: | Full-time |
| Job Description |
| SummaryThis position is a member of our inventory and accounting team that will provide reliable data that assists management in making business decisions regarding growth and sustainability in pricing as well as inventory availability. This position will work closely with various teams to ensure that adequate inventory levels are sustained based on business short and long-term initiatives. This position will be key in the development of inventory controls and procedures for all Harris locations. Role and Responsibilities* Responsible for maintaining ERP inventory system controls and maintenance; create/maintain inventory master records.
* Review inventory management reports daily to ensure variances are addressed and inventory availability is adequate and timely.
* Maintain accurate records of inventory levels and stock movements to support decision-making surrounding inventory levels.
* Review daily sales margins and work with the locations/accounting to explain margin variances and identify corrective actions.
* Review/perform inventory receipts to ensure accurate and timely transactions, as well as accurate costing, are recorded.
* Review all requests for inventory variance adjustments and perform transactions as needed.
* Interact with suppliers to ensure timely delivery of inventory items and resolve any issues with supply or quality.
* Facilitate the inventory cycle counting process and work with the departments in reconciling variances.
* Assist in the coordination of physical inventory counts in the event one is necessary.
* Generate/ review inventory activity reports to identify/project inventory trends to establish adequate inventory levels.
* Perform data analysis to improve inventory management processes.
* Monitor inventory levels and identify opportunities for reducing stock and improving inventory turns.
* Assist in the development and implementation of inventory processes and systems for effective inventory management.
* Additional duties may be assigned as needed.

Qualifications and Education Requirements* Essential to have strong analytical skills and be able to effectively communicate findings.
* Able to approach problems objectively and work logically to find a solution.
* Proficient in prioritizing and managing multiple tasks.
* Proven experience in implementing processes and procedures.
* Capable of working both with various team members with various inventory experience as well as independently
* Able to work with team members in a positive and professional manner.
* Experience in manufacturing environment a plus.
* Proficient in utilizing Microsoft Office to perform analysis and interpret data.
* Minimum of associates degree or more than five (5) years’ experience in working with/analyzing and managing inventory
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| Reviewed By: |   | Date: |   |
| Approved By: |   | Date: |   |
| Last Updated By: | Jennifer Stecklein | Date: | 04/29/2023 |