

JOB POSTING

Job Title: **INVENTORY CONTROL COORDINATOR**
Department: Production Department
Reports to: Production Manager
Salary Range: DOE
Date of Posting: February 09, 2010

Job Duties:

1. Ensure accurate inventory status and valuation.
2. Responsible for all physical inventory movements, control, accounting, reporting, cycles of company raw materials, ingredients, excipients, finished goods in company's own premises (incl. warehouses) and those in the manufacturing arm's premises as well and any other inventory-related duties (including weekly cycle counts).
3. Enters complete and accurate inventory data in the current software and maintains inventory data's integrity at all times (accuracy, timeliness and completeness). Monitors the accuracy and thoroughness of all physical inventories and ensures that they are done in defined timeframes.
4. Develops and maintains inventory guidelines and processes to match the physical and computer inventories.
5. Makes suggestions to improve efficiency as well as accuracy.
6. Manages the international shipments and ensures that shipments go out in a timely manner and with all required documentation.
7. Performs any other related duties as may be assigned by supervisors.

Job Requirements:

1. AA degree required; Bachelor's Degree preferred.
2. 2 years of inventory experience a **must**.
3. Vitamin industry experience preferred.
4. Must be proficient in Excel.
5. Must have experience working with a warehouse/manufacturing software system or ERP system.
6. Shipping experience helpful.
7. Strong verbal and written communication skills essential.

Job Status: Full time / Non-Exempt (Hourly)

Schedule: 8:00 a.m. to 5:00 p.m. or as may be assigned/ changed by supervisor