



East West Manufacturing - JOB DESCRIPTION

Inventory Analyst

FLSA: Standard/Exempt

EEO Category: Professionals

Created: 06/2018

Last Revised: 08/2018

Purpose:

Under general supervision, responsible for developing, implementing, and maintaining all procedures and protocols regarding proper inventory control. Additionally, responsible for analyzing and reporting Inventory twice monthly to the East West Management team, with a focus on providing solutions for slow-moving inventory to increase overall turns.

Reports to: Administrative Operations Manager

Duties, Functions and Responsibilities:

- Manage and maintain current inventory.
- Assess and monitor warehouse inventory transactions.
- Interface with internal EW departments and SBU's to meet supply chain objectives.
- Work to keep appropriate and accurate inventories.
- Identify usage and inventory issues.
- Identify and resolve discrepancies in inventory, including but not limited to, end of month reconciliation.
- Generate and maintain twice monthly reporting on inventory balance and shortages.
- Count merchandise in stock and post totals to inventory records.
- Work with CSR team when needed to predict future inventory needs, helping them with producing plans for buying based on forecasts and sales data.
- Perform inventory analysis and management to avoid low stock and overstock
- Develop Inventory plan to ensure smooth product flow, including assisting in the prioritization of incoming containers
- Report undesired inventory levels to Sales and EWM Management for immediate resolution
- Plan and complete the assigned "Special Projects" within the defined deadline
- Manage inventory adjustments and inventory transfers weekly.
- Analyze root causes of inventory issues and provide resolutions.
- Communicate complex inventory problems to Manager promptly
- Develop process improvements to achieve company inventory goals – Improve Turns
- Develop initiatives and reporting to reduce slow moving inventories and to improve inventory turns of problem skus.
- Review inventory activities and recommend improvements, MOQ and EOQ review and management
- Development and maintenance of inventory tools
- Assist in inventory risk assessment and mitigation activities. Turns Targets - monitoring inventory against customer agreements.
- Following up with CAA regarding questions concerning current customer forecasts
- Assist in increasing EWI Turns and providing solutions for Slow – Moving Inventory.

Responsibilities - Supervisor and/or Leadership Exercised:

- May provide leadership, peer evaluation, assist with training, and guidance to others.

Knowledge, Skills, and Abilities:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of good customer relations practices.
- Skill in handling multiple tasks and prioritizing.
- Skill in handling conflict and uncertain situations.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to establish and maintain effective communication and working relationships with customers, vendors, other employees and the public.
- Knowledge of basic mathematics.
- Knowledge of office and administrative practices related to receiving.
- Knowledge of basic billing procedures.
- Skill in establishing and maintaining good working relationships with customers, vendors, other employees and the public.
- Skill in record keeping.
- Skill in reviewing invoices, bills, etc. for accuracy and completeness.
- Ability to communicate effectively orally and in writing.
- Knowledge of Inventory management practices including proper forecasting, increasing turns, and slow-moving inventory

Minimum Qualifications:

- Education: Graduation from an accredited four-year college or University with major coursework in Business, Marketing, or in a field related to the job.
- Experience: 1-3 years' experience in an inventory management or supply chain-based role.

Licenses and Certifications Required:

- NA

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

