

Part-Time Event Driven Inventory Control Specialist

POSITION SUMMARY

The Inventory Control Specialist will be an essential position in implementing, and monitoring procedures to ensure that the proper inventory is in all concessions locations. The position will assist management in the audit of all concession areas related to inventory movement for integrity and accuracy. This individual will lead the counts in a program to identify and eliminate any problems found in daily inventory counts and assist warehouses with their inventory control procedures.

ESSENTIAL FUNCTIONS

- Monitor all key functions related to inventory transactions to assure that they are accurate and timely.
- Coordinate inventory count program in a perpetual inventory environment.
- Coordinate the counts progress and results to identify necessary recounts and processes to be monitored and provide regular reports on the results.
- Perform thorough research and document inventory discrepancies using all available resources to identify causes and supply possible solutions.
- Coordinate the efforts of the inventory counts in an effort to identify and correct discrepancies on items at the location as needed.
- Will monitor warehouse and storeroom transfers for accuracy and cost effectiveness as directed by
- Purchasing and Distribution Management.
- Ensure that the unit of measure "in" is the same as the unit of measure "out".
- Will be an active resource in the implementation of closing procedures

EDUCATION QUALIFICATIONS / REQUIREMENTS

High School diploma or general equivalency diploma, warehouse and inventory experience or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge and understanding of WMS concepts
- Advanced MS Excel, MS Word, and WMS experiences
- Experience with report writing database tools a definite plus
- Must have the ability to work nights, weekends, and holidays, based upon event schedule
- Must have professional demeanor and attitude

Please send resume to hr.alamodome@gmail.com

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