

CORTEC CORPORATION

JOB POSTING

POSITION TITLE INVENTORY CONTROL SUPERVISOR

REPORTS TO VP FINANCE AND CONTROLLER

POSITION SUMMARY

This position is responsible for inventory control, costing, backing up the Production Manager, and contributing as a leader in efficiency and productivity improvement initiatives.

POSITION ACCOUNTABILITIES

The following are essential job functions.

Leadership and Team Work

- Serve as a member of the leadership team at the facility level by working collaboratively, engaging in productive problem-solving, and building and sustaining a desired organizational culture while meeting business objectives.
- Collaborate with Production Manager to formulate and implement policies, procedures, goals or objectives.

Production Support / Purchasing / Inventory Control

- Create and receipt batch tickets
- Update costing system to maintain quoting accuracy and provide custom quotes as needed
- Monitor inventory levels and adjust reorder points and reorder quantities to maximize efficiency
- Pull production variance report and collaborate with Production Manager to analyze data and make improvements to avoid future variances
- Enter new product formula definitions into ERP system
- Serve as a backup for the Production Manager
- Oversee cycle counting and inventory adjustments to maintain high level of inventory accuracy
- Works collaboratively with Production Manager to develop the production schedule

Secondary Functions

- Monitor ongoing contracts and services in coordination with CHQ
- Manage facility information systems; serve as interface to Corporate IT for updates, upgrades and problem-solving
- Monitor spending to ensure that expenses are consistent with approved budgets.
- Manage petty cash
- Contribute to EMS and QMS committee
- Other related duties as assigned

JOB SPECIFICATIONS

Education Associates Degree in Business, Operations, Finance or related field required; Certification in CPIM (Certificate in Production and Inventory Management) highly desired.

Experience One to three years' prior inventory control experience or related experience.

Knowledge

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Computers and Electronics — Knowledge of computer hardware and software, including applications.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Mathematics — Knowledge of arithmetic and its applications.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.

Skills

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Coordination — Adjusting actions in relation to others' actions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Competencies

Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Initiative — Job requires a willingness to take on responsibilities and challenges.

Persistence — Job requires persistence in the face of obstacles.

Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Integrity — Job requires being honest and ethical.

Supervises	None (Backup Supervisor when Production Manager is out)
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Exempt/Non-Exempt	Exempt
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