
Job Description

Job Title: Inventory & Receiving Coordinator

Department: Finance

Summary: The Inventory & Receiving Manager plays a key role in asset management within the organization. This position will be solely responsible for receiving, allocating, logging and disseminating all inventory items that come into the organization.

Essential Duties & Responsibilities:

- Receive all shipments as they come in from the carrier services. If the delivery is narcotics the appropriate person will need to be called to receive. This person will not be part of receiving of narcotics.
- Match each order to the corresponding PO entry in Microix.
- Compare purchase order with items actually received to ensure proper quantity, item, etc. received.
- Enter all applicable items that need to be tracked in the inventory system into Microix inventory module.
- Tag all items deemed “small & attractive” with appropriate tagging.
- Notify appropriate department/staff to pick up items or arrange for delivery
- Monitor/follow up on items that are not picked up to ensure they are allocated out of the inventory area to the appropriate department.
- Complete random spot checks of items in inventory and coordinate with departments to determine location of assets and visually verify asset existence.
- Complete annual inventory of all asset items.
- Review and apply inventory activities including movements between departments and deletions/disposals.
- Develop and implement effective inventory management procedures
- Reconcile inventory discrepancies
- Sort and collate incoming and outgoing mail
- Weigh outgoing mail to determine the correct postage using postage meter

Education & Experience:

- High school diploma/GED required
- 2+ years' experience in inventory control required
- Proficient in Microsoft excel and word
- Familiarity with Microix preferred
- Excellent written & verbal communication skills

Job Type: Full-time

- Must pass extensive criminal background check, pre-employment drug and COVID-19 screen and provide proof of COVID-19 vaccination.