



## **Inventory Control Specialist**

### **Employer**

Western Industries Plastic Products LLC  
22829 Smyer Rd,  
Winfield, KS 67156  
620-221-9464

### **Job Description**

Imagine a career in Materials with industry leading pay and some of the best benefits in the county! Now, picture yourself on a direct career path set to advance into higher level management roles at a stable company that is rapidly growing. You will come into your role with standard processes already in place and further improvements in the works.

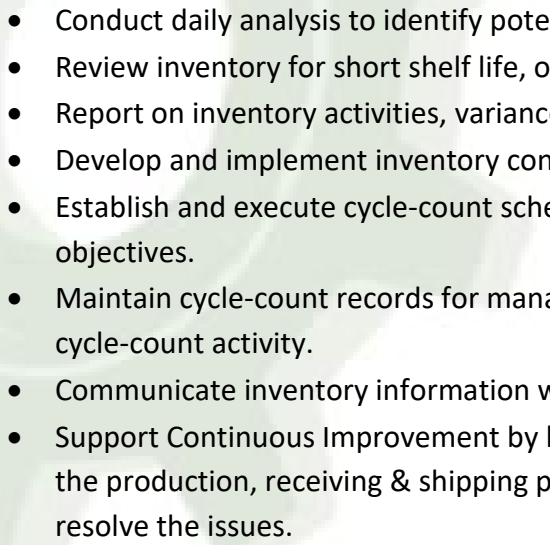
#### **Job Summary**

The Inventory Specialist works as an integral part of the production, procurement, warehouse, and distribution teams to ensure that finished goods, supplies, and packaging inventory stock levels are reflected accurately for reporting purposes to all business units. This will be accomplished through proper shipping and receiving procedures, physical verifications, cycle-counting, reconciling, and recording approved counts in the system. All warehouse associates also help drive a culture of Continuous Improvement by helping identify wastes/ inefficiencies/ errors, assessing root causes, and then working with the teams to eliminate the issues.

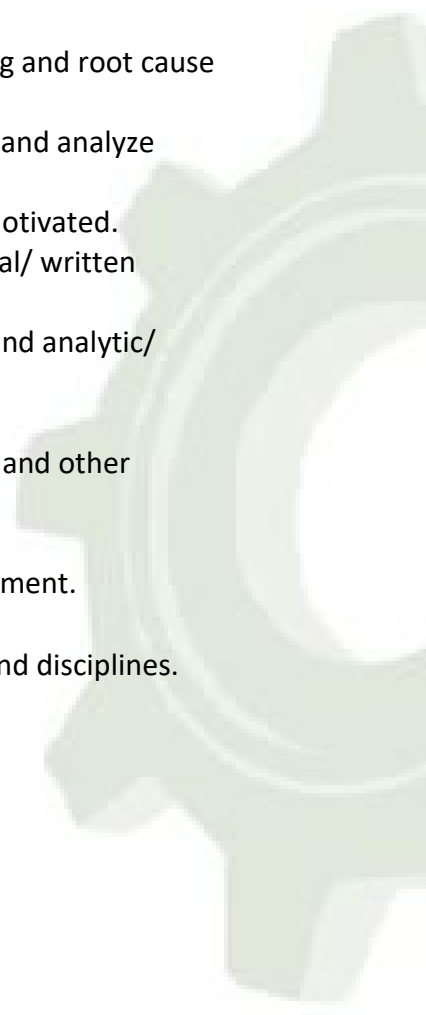
#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Job scope includes:

- Regular and reliable attendance
- Ensure accurate material inventory at Western Industries Plastic Products LLC
- Validate received material for: correct items, case counts, total quantities, lot validations, and paperwork.
- Direct and perform cycle counts and verify different sections of inventory on a rotating basis. Reconcile discrepancies.
- Work with the Supply Chain Team to ensure compliance with labeling, palletization, delivery, & quality requirements.

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- Conduct daily analysis to identify potential inventory issues.
  - Review inventory for short shelf life, obsolescence, and FIFO auditing.
  - Report on inventory activities, variances, and damages.
  - Develop and implement inventory control procedures and best practices.
  - Establish and execute cycle-count schedules that are in alignment with operational objectives.
  - Maintain cycle-count records for management review and provide reports related to the cycle-count activity.
  - Communicate inventory information with other business units.
  - Support Continuous Improvement by helping identify wastes/ inefficiencies/ errors in the production, receiving & shipping processes, and then working with the teams to resolve the issues.
  - Assist in researching and completing Corrective and Preventative Actions.
  - Help update Standard Operating Procedures as needed to document best practices.
  - Additional duties as assigned

### **Competencies**

- Solid understanding of inventory management; including cycle counting and root cause analysis.
  - Ability to identify and resolve problems in a timely manner and gather and analyze information.
  - Be able to function independently with minimal supervision and self-motivated.
  - Demonstrates good interpersonal communication skills. Excellent verbal/ written communication skills.
  - Computing (MS Excel, Word, Outlook), business system (ERP, WMS,), and analytic/ numerical skills.
  - Accurate mathematic and data entry skills
  - Ability to gain proficiency in computer operations in company systems and other programs, as needed.
  - Ability to adapt to changing organizational and operational needs.
  - Ability to handle multiple tasks simultaneously, in a fast-paced environment.
  - Skill in organization and prioritization, and attention to detail.
  - Strong team player with the ability to work across multiple functions and disciplines.
  - Performs all duties in a safe and efficient manner.
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### **Required Education and Experience**

- High School Diploma or equivalent
- 2 years of warehouse or shipping/receiving related experience preferred
- Experience working with ERP systems (Baan, Epicor preferred)
- Forklift experience

**Apply**

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