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Job Description – Inventory Control Supervisor

Job Title: Inventory Control Supervisor
Department: Procurement
Location: Citi Field
Reports To: Director, Corporate Procurement
FLSA Status: Non-Exempt
Prepared Date: 12/1/2009

Summary

The Inventory Control Supervisor reports to the Director of Corporate Procurement and is responsible for maintaining control of company clubhouse merchandise and materials inventory. This position interacts heavily with the Clubhouse Manager and Corporate Procurement.

Essential Duties and Responsibilities:

- Processing daily Purchase Orders, receiving, transfers, zero dollar sales orders, and returns ensuring that all transactions are processed according to Sterling Mets, L.P. policies and procedures.
- Update inventory control software on a daily basis.
- Conduct periodic cycle counting with clubhouse staff.
- Researches variances between system inventory and physical inventory.
- Maintain electronic bar code system for bins and boxes.
- May perform shipping, stocking, and distributing goods as needed.
- Maintain dialogue with suppliers relating to Purchase Orders, Receipts, and order processing.
- Review open purchase orders daily.
- Assist in reconciling discrepancies with accounts payable, Corporate Procurement, and warehouse staff.
- Support new inventory control policies and procedures.
- Generate monthly inventory tracking reports to be use in the Corporate Procurement quarterly management report.

- Identify operational inefficiencies and make recommendations to Corporate Procurement.
- Assure that excess inventory is properly stored and accounted for.

Supervisory Responsibilities None

Education and/or Experience

2-5 years prior inventory control experience.

Skills

- To perform this job successfully, an individual should have a strong hands-on knowledge of Microsoft Word and Excel.
- Knowledge of Purchase Order and Inventory Control Systems (Great Plains - Dynamics) a plus.
- Skilled in numerous computer programs: (Microsoft Excel, Word)
- Knowledge of Purchase Order and Inventory Control Systems (Great Plains - Dynamics) a plus.
- Understanding of Procure-to-pay process including, Purchase Orders, Receiving, and Invoicing.
- Effective interpersonal skills to create a positive work environment for areas supervised.
- Ability to interact and communicate well within all levels of the organization.
- Ability to meet scheduled deadlines for reporting and cycle counting.
- Skilled with Bar Coding technology and methodologies.
- Ability to read and interpret documents and write routine reports and correspondence. Ability to speak effectively and deliver clear and concise messages to employees of the organization and outside vendors.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds.