

Job Title: Inventory Analyst

Department: Operations

Supervisor: Director of Operations FLSA: Non-Exempt

Job Status: Full-Time Safety Sensitive Position Grade: Admin Support C

Job Duties & Responsibilities: Include the following, as well as other duties that may be assigned.

Purpose of the Role:

This position is responsible for driving inventory accuracy through the tracking and reconciling of inventory for all GMI locations (warehouses, product storage facilities, Amazon, production floor). This role requires someone who is accountable and curious (striving to find better processes and training employees to follow inventory best practices).

What You Will be Doing:

- Ensure inventory accuracy (via multiple avenues), perform root-cause analysis on discrepancies, enter appropriate inventory adjustments and suggest corrective action in a timely manner.
- Lead physical and cycle count processes: accurately report all cycle counts and findings, assist department leads with reconciliation of cycle counting, research discrepancies, make recommendations for improvements.
- Complete item cost rolls.
- Continually monitor all activities related to inventory transactions to ensure reliability and accuracy.
- Audit system structures, item cards, material movement processes, etc.
- Prepare and analyze select monthly reports.
- Ensure vendor returns processes for accuracy. Approve and enter vendor credits for returns in NAV.
- Prepare various inventory summary reports analyzing transactions and accuracy.
- Assist departments with understanding and execution of process requirements (ex: production order posting, bins, scrap posting, etc).
- Backup Inventory Specialist.
- Develop strong relationships with all departments to support organizational goals.
- Additional duties as assigned.

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience: High School Diploma or GED required. Associate college degree or Certification in a Business related field preferred. Two to three years experience in materials control required. Experience in a manufacturing environment strongly preferred and an understanding of BOM structure and labor standards required.

Knowledge and Competencies:

- Project management and follow through (stays with or follows-up on tasks, takes ownership, fully accountable and responsive to others. Focus on initiatives that are integral to the success of our corporate strategy—managing goals and deliverables.)

- Ability to train and empower employees
- Ability to work in a team based environment
- A strong knowledge of Microsoft Office is required with proficiency in Navision a plus
- Excellent verbal and written communication skills
- Ability to interface with different business levels and disciplines as necessary
- Ability to work under deadline pressure and work extra hours if needed
- Organizational skills necessary to follow through on requests for information and select appropriate responses
- Curiosity – Interest in listening and learning; always seeking outside perspectives and adept at interactive and iterative conversations (bounce ideas off each other and coming to conclusions)
- Action-oriented (“roll-up your sleeves attitude”) – Gathers appropriate input and takes action. Meets deadlines and continues to bring new ideas and projects to accelerate GMi’s growth
- Customer Service Oriented – Conveys sensitivity to others (internal and external) and shares appropriate information to cooperatively and fairly resolve concerns
- Promote and encourage GMI Companies Core Values
- Strong problem-solving skills and ability to manage conflict
- Ability to listen and interpret the needs of internal customers

Certificates, Licenses, Registrations: APICS Certification preferred but not required.

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 function.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit, walk, stand, and talk or hear. The employee may occasionally be required to stoop, kneel or crouch. The employee frequently lifts up to 20 pounds and may occasionally lift and/or move up to 50 pounds Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires exposure to manufacturing plant environment where the temperature may vary hot or cold and the use of personal protective equipment such as safety glasses are required. The typical noise level is moderate when in plant environment. Exposure to vibration, fumes or airborne particles, and moving mechanical parts.

I, the undersigned, have read and understand the duties and responsibilities of this position.

Employee Signature _____ Date _____

Supervisor/Witness Signature _____ Date _____

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.