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Job Title: Production Inventory Control Technician
Department: Material Handling 220
Reports to: Production Inventory Control Manager
FLSA Status: Non-exempt
Prepared Date: August 2024

SUMMARY: The Production Inventory Control Technician is primarily responsible for assisting with inventory, work in progress (WIP) and ensuring accurate reporting of data. Will participate in data entry, cycle counting and manage material flow. Assure adequate timely supply of materials, monitor reorder points to replenish stock, reconcile discrepancies, analyze and remediate inventory problems.

Essential Duties & Responsibilities

- Reinforce and promote all FLOE Core Values in daily interactions with coworkers and customers.
- Gathers daily information from day-by-hour boards in Production area and inputs data into Syspro to ensure accurate finished goods inventory.
- Perform physical cycle counting of raw materials and finished goods inventory, and reconciles actual stock count to Syspro records.
- Ensures that inventory counts are completed regularly and in a timely manner.
- Performs routine inventory data entry duties.
- Coordinate outside vendors to perform inventory counts
- Provide documentation, analysis and records to external audits to support the effectiveness of internal controls
- Reconcile each count, performing root cause analysis and trending. Track errors and report information to the parties responsible.
- Maintain all files and spreadsheets pertaining to cycle counts and physical inventory.
- Maintain the spreadsheets and data in Syspro pertaining to products that have been red tagged from McGregor facilities.
- Run a list calculating all items in the system that are negative in inventory. Reconcile why these items are negative in the system.
- Update part numbers for day by hour boards.
- Record issues from DBH board and inform appropriate persons of immediate issues and send out a monthly report.
- Prepare for and execute inventory audit(s) with bankers/creditors.
- Investigates inventory variances and works cross-departmentally to identify root cause and recommend solutions.
- Create work orders to identify timelines of offline products being produced.
- Perform monthly counts with Floe salesman and reconcile accordingly
- Prepare and deliver instructions and labels for production
- May lead, guide, and train new employees, interns and/or volunteers performing related work.
- Performs miscellaneous job-related duties as assigned.

Education and Qualifications

- High School Diploma or GED
- Inventory control experience in a manufacturing environment along with a stable work history is required.
- Proficiency with Word and Excel applications as well as accurate typing and data entry skills are required; familiarity with Syspro or similar ERP system is preferred, but will train.
- Ability to reconcile stock counts to report data.
- Ability to analyze and solve problems.
- Strong interpersonal skills including a professional manner in direct customer/vendor contact.
- Excellent mathematical aptitude.

Work Environment

- In this position you will be required to sit, stand, kneel, twist and climb
- You must be able to lift up to 50 pounds
- The noise level in the work environment is usually moderate
- In this position you may be exposed to moving mechanical parts and vibration
- In this position you will be exposed to all weather elements
- In this position you may be occasionally exposed to fumes or airborne particles and required to wear appropriated safety gear.