



Job Description

Job Title: Inventory/Warehouse Control Specialist

Exempt/Non-Exempt: Non Exempt

Location: The Horsburgh & Scott Co.

Reports To: Plant Manager

Key Responsibilities and Duties:

The Inventory specialists in charge of ordering, receiving and counting all products
Ensuring that inventory records are accurate at all times
Daily/Weekly counts of all products
Inventory parts being shipped to customers and
Properly log all receipts to ensure accurate/count
Preparing orders to purchase additional items/stock
Full-time position performed in a warehouse setting
Heavy lifting, constant movement

Experience:

High school diploma or equivalent
Minimum of 3 years of experience
Proficiency with basic computer programs,
Perform basic math (such as in preparing counts)
Strong team player
Excellent communication skills (written/verbal)
Able to multitask, in a fast-paced work environment