**Please reach out to Samuel Monastra, CPA if you are interested in learning more about this Permanent Job opportunity**

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**610-862-4484**

**Inventory Control Analyst**

**Location: Scranton/ Wilkes-Barre area**

**Summary/Objective:**  
The Inventory Analyst will be responsible for projects related to inventory optimization and demand planning for all inventory locations. The ideal candidate will have well-developed analytical skills, be detail-oriented, and able to work with a minimal amount of supervision. Additionally, she/he must be able to provide strategic and forwarding-thinking vision to manage inventory.   
  
**Essential Functions:**

* Perform inventory analysis and management to avoid low stock or overstock.
* Develop model to manage and maintain appropriate stock levels to support inventory turns, business seasonality and promotions.
* Analyzes current and historical product usage on an ongoing basis to identify trends; predict future inventory needs and provide business intelligence to upper management.
* Partners closely with production, vendors and purchasing to proactively improve the accuracy and effectiveness of inventory forecasting.
* Reviews and analyzes inventory shortage issues and provides data to determine cause.
* Responsible for developing and maintaining target inventory levels by SKU to support the business forecast.
* Generate monthly reports on finished good inventory position.
* Report to upper management regularly and provide recommendations for better inventory control.
* Enhance warehouse capacity modeling for future growth analysis
* Prepare analysis of inventory item costs on an individual and aggregate basis.
* Develop and maintain cycle count procedures and processes.
* Additional duties and responsibilities as assigned.

**Competencies**

* Humility: Having or showing a modest or low estimate of one’s own importance; putting the needs of another person before your own and thinking of others before yourself
* Results Orientation (Get It Done): Having a work ethic and a way of overcoming challenges and getting things done without making excuses; delivering on results and does what he/she says they will do
* Customer Focus: Meeting the expectations and requirements of internal and external customers to achieve positive outcomes
* Technical Expertise: Proficient in Microsoft Office Suite including Excel, Word, PowerPoint and Access.
* Analytical Skills: Recognizing patterns in data, information, or events, drawing logical conclusions, and making recommendations for action
* Planning and Organization: Anticipating and drawing inferences about the future and structuring resources and actions in a logical manner
* Attention to Detail: Monitoring adherence to standards and actively checking for accuracy of data received or generated before passing it on
* Flexibility: Performing a wide range of tasks, responding to changes in direction and priorities, and accepting new challenges, responsibilities and assignments
* Communication: Listening effectively, transmitting information accurately and understandably, and actively seeking feedback non-defensively
* Professionalism: Dealing directly and forthrightly with people and problems, persisting to get the job done, and managing personal responses and stress
* Dependability/Reliability: Following through on commitments, producing timely work to required – or higher - standards, and pitching in to get the job done.

**Required Education and Experience**

* Bachelor’s Degree in business or finance.
* Minimum of two (2) years experience in inventory planning, supply chain or other related fields.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and work on a computer. This position is light activity and at times, may requires standing, walking, bending, stooping, crouching, fingering, grasping, feeling, and lifting. The employee may occasionally lift and/or move items up to 20 pounds. Certain tasks require standing for extended periods.

**Position Type/Expected Hours of Work**

This is a full-time position, and days and hours of work are Monday through Friday.

**Travel**

This position rarely requires travel.