

## **INVENTORY CONTROL COORDINATOR**

### **Creative Metal Products**

#### ***~ Your American Fabrication Partner ~***

Creative Metal Products (CMP), founded in 1995, is a privately held, managed-growth oriented company. CMP has an excellent reputation and an established track-record when it comes to rapid, high quality production of innovative products. We fabricate individual components, assemblies or complete products to meet our customer's unique specifications. We specialize in metal fabrication- using light- to medium-thickness metals serving a number of industries.

#### **Job Description:**

The Inventory Control Coordinator is responsible for setting up inventory tracking system including bin/location tracking, overseeing inventory management processes, ensuring accuracy, performing weekly cycle counts, biannual inventory and optimizing inventory levels to support business operations. This role involves collaboration with various departments to maintain efficient supply chain operations, enhance inventory accuracy, and minimize costs.

#### **Responsibilities:**

- Setup entire inventory system in M1 ERP
- Play key role in creating naming convention for inventory parts
- Renaming current parts utilizing naming convention
- Map shop floor to define bins & locations
- Implement labeling / tagging system for bins, locations and inventory items
- Collaborate with Controller and Production Manager to create material movement SOP to ensure accurate tracking of WIP
- Train & mentor team members on proper procedures
- Develop and implement inventory control policies and procedures.
- Perform weekly cycle counts biannual inventory count
- Monitor inventory levels and make adjustments as needed.
- Conduct regular inventory audits and cycle counts to ensure accuracy.
- Collaborate with Purchasing to analyze inventory data to identify trends, forecast demand, and inform purchasing decisions.
- Must be able to collaborate in a positive and effective way with anyone in the organization.
- Identify opportunities for process improvements to enhance efficiency and reduce costs.
- Supervise and train material movers, providing guidance and support to ensure effective performance.
- Foster a culture of accuracy and accountability within your team.

- Become Inventory 'super user' within M1

**Qualifications:**

- 5+ years of experience in inventory management in a manufacturing environment.
- Experience setting up inventory systems.
- Strong analytical skills with proficiency in ERP inventory module and Microsoft Excel.
- Excellent organizational and problem-solving abilities.
- Strong communication and interpersonal skills.

Job Type: Full-time

Work Location: On-Site

**Experience:**

Inventory Control: 5 years (required)

ERP Inventory: 3 years (required)

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Referral program
- Retirement plan
- Tuition reimbursement
- Vision insurance

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