

LIBERTY LIFT SOLUTIONS

Job Description: Inventory Coordinator - Permian



Division/Department	Field
Location	Midland, TX
Job Title	Inventory Coordinator
Reports to	<i>Director of Procurement</i>

Level/Grade	Type of position:	Hours <u>40</u> / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

POSITION SUMMARY

Liberty Lift is seeking a strategic-minded, hands-on coordinator to join our Permian team to own our inventory processes and controls. The Inventory Coordinator will be a critical member of the team that will help drive positive culture change for our inventory processes. This position will be responsible for managing our inventory controls, performing cycle counts, and leading the physical inventory performed at the sites. This position will also play a key role in managing relationships with internal support groups and in the development of inventory strategies to improve efficiencies and reduce variances. The Inventory Coordinator will also be responsible for facilitating efficient order fulfillment and contributing to a safe and orderly working environment.

RESPONSIBILITIES

- Holds warehouse employees responsible in all Permian locations to ensure they are executing inventory practices
- Manages process for tracking system to record deliveries, shipments, and stock levels
- Evaluates deliveries, shipments, and product levels to improve inventory control procedures
- Analyzes daily product and supply levels to anticipate inventory problems and shortages..
- Develops business relationships with suppliers
- Monitors demand and analyzes data to anticipate future supply needs.
- Reports on inventory levels, supply chain progress, procedural efficiency, and personnel issues to upper management.
- Manages the training of warehouse employee's on inventory practices
- Contributes to team effort by accomplishing related results as needed
- Tracks and maintains all inventory shipping and receiving
- Verifies all shipping and receiving counts
- Performs cycle counts and physical inventory counts
- Tracks inventory within the specific location
- Researches inventory discrepancies and makes necessary corrections
- Alerts appropriate personnel when stock levels are low
- Oversees or performs physical inventories/cycle counts/random or receipt audits/reconciliations
- Resolves inventory problems in a timely manner
- Documents and controls damaged products
- Maintains Inventory Accuracy Metrics and associated reports for management (and client as appropriate)
- Performs cost studies
- Reviews item list for proper costing
- Create and process and receives purchase orders
- Coordinates and integrates efforts across operational departments to enhance inventory accuracy
- Regularly trains site staff in proper inventory control techniques and practices
- Other duties as assigned

QUALIFICATIONS

- Minimum four years relevant work experience in an inventory role
- Self-Motivated organizer with the ability to work in a fast-paced environment
- Excellent oral and written communication skills
- APICS certification
- Advanced excel skills
- Preferred ability to speak Spanish but not required
- Preferred BS in Supply Chain, Economics, Statistics

COMPETENCIES

- | | |
|---|--|
| <ul style="list-style-type: none">• Professional Maturity• Communication• Flexibility• Customer Service• Collaboration and Partnership• Attention to Detail• Teamwork | <ul style="list-style-type: none">• Responsibility• Time Management• Leadership• Job/Technical Knowledge• Problem Solving• Integrity and Respect• Accountability |
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PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Demands: This job is a mostly sedentary role; however, moderate physical activity is occasionally required to stand, walk, sit, reach, carry, pull, lift or otherwise move objects up to 25 pounds. Employee is required have specific vision abilities which include close and distant vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Employee is also required to talk and hear.

Work Environment: This job operates in a professional office environment. The noise level is moderate and in a well-lit area. This role routinely uses standard office equipment such as computers, phone, printers, photocopiers, filing cabinets, and fax machines. This position may encounter overnight traveling.

EMPLOYEE ACKNOWLEDGEMENT

My signature below acknowledges that I have received, read and understand this job description, and that I am expected to consistently demonstrate the essential job duties and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the essential functions of my job, in accordance with the performance standards and expectations set forth by the company.

Employee Name (Printed)

Date

Employee Signature