

# Inventory Control Coordinator

[Apply Now!](#)

Are you passionate about technology? Join Epson today and help build a better tomorrow. We are in the midst of an exciting transformation and are looking for a candidate that is ready to grow with us!

The ***Inventory Control Coordinator*** will work under general supervision on tasks that are semi-routine in nature using independent judgment, decision-making, and problem solving. The Coordinator is responsible for all activities related to the receipt, usage, movement, and storage of inventory needed to meet the production schedules of the material-using departments. The Inventory Control Coordinator monitors materials inventories, processes manufacturing orders from open to close, tracks and reviews progress in conjunction with the manager, and communicates factors that affect schedules. This position accounts for all movement and storage of inventory and performs cycle counting and monthly physical inventories.

**Shift:** Monday – Friday 7:00am – 3:30pm

## **Responsibilities**

- Coordinate and conduct daily cycle count activities within manufacturing areas as defined by established procedures; working with appropriate individuals to resolve issues
- Collect and enter data into various databases, displays data in various forms. Retains daily cycle count documentation and records of inventory system transactions
- Generate daily inventory reports for various individuals and departments. Generate periodic summary cycle count results reports. Assist to inform and communicate material inventory variances, investigations and actions taken
- Analyze, investigate, and assist to correct inventory variances. Perform detailed research into automated inventory system; utilize transaction records to research inventory discrepancies
- Research, recommend, and coordinate changes to Bills of Material (BOM) usage amounts based on historical variances
- Assist to organize and coordinate corporate, departmental, part-shortage, and running-change physical inventory counts
- According to established procedures with defined limits, make inventory transfers and adjustments to correct minor discrepancies and recommend adjustments to management for major discrepancies. With documented approval from authorized management, make major inventory transfers and adjustments
- Train cycle count team members, provide back-up support and guidance for other department members as needed
- Update/maintain cycle count and inventory control related written procedures

- Operate forklifts, battery charging station, and other powered material handling equipment

### **Education, Training, and Skills**

- High School diploma/GED, or equivalent experience in inventory control and reconciliation
- Must possess a valid driver's license
- Strong math skills including the ability to calculate material usage percentages, bill of material yield factors, and inventory variance trends
- 3 years in a similar manufacturing warehouse environment preferred
- Strong PC skills required. Experience with inventory management systems and ERP/MRP concepts. Experience with QAD a plus
- Six months previous forklift experience preferred
- Strong written and verbal communication skills including ability to interact with individuals and departments across the organization
- Must be able to identify and communicate issues and offer proposed solutions
- Strong organizational and multiple task management skills

**At Epson Portland Inc.**, your input matters. We pride ourselves on inclusion, diversity, and individuality as our innovations come from our differing perspectives. We're steadfast in our commitment to quality, environmental conservation, and developing options and solutions for the Seiko Epson Group. Whether you've been here two weeks or twenty years, you can have an impact on the business and enjoy growth and fulfillment in your career at Epson Portland Inc. Many of our team members have been with us more than twelve years and have deep organizational knowledge to share. Founded in 1986, Epson Portland Inc. is located in Hillsboro, Oregon.

We offer an outstanding benefits package, including:

- Comprehensive, low-cost medical, dental, vision, alternative care, and prescription drug coverage
- Generous paid time off, including sick time, vacation, and holidays
- Income protection plans, including life insurance and disability programs
- Financial security plans including a 401(k) retirement plan with company matching
- Additional benefits such as educational reimbursement, an employee assistance program (EAP), employee discounts and much more

Please submit your cover letter with salary requirements and your resume. Reference Job Requisition #8836

Pre-employment drug screening is required.  
Epson Portland Inc. is an Equal Opportunity Employer.