**Inventory Specialist**

The Inventory Specialist works closely with the Distribution Manager and team to report on and effectively manages stock qualities to ensure customer service.

**Inventory Specialist Responsibilities:**

* Create and distribute reports related to purchase orders, inventory levels and inventory turns.
* Loads, unloads, replenishes and restocks various areas using a forklift.
* Provide administrative support to the manager in the areas of inventory management records, billing, and invoicing.
* Assists warehouse staff with proper documentation.
* Assist customers with placing their orders.
* Monitor inventory of stock and non-stock items and place orders.
* Receive and direct incoming calls in a friendly and professional manner.
* Photocopy, fax and maintain central filing systems and administration files.
* Other administrative duties as assigned.

**Inventory Specialist Requirements:**

* Bachelor's degree and a minimum of 3 years of inventory experience or an equivalent combination of education and experience.
* Proven practical experience purchasing and maintaining inventory in a manufacturing environment.
* Thorough knowledge of procurement, supplier relations and inventory management.
* Demonstrated computer skills using Word, Excel (including working knowledge of functions, formulas, pivot tables, etc.), PowerPoint, etc.
* Full compliance to business, quality, and regulatory requirements.
* Effective verbal and written communication, analytical and interpersonal skills. Maintains accurate and detailed records of operations.
* Strong interpersonal skills with ability to interface well with cross-functional teammates.
* Works effectively in a team environment; establishes effective relationships with supervisor and team members.
* Can work independently with high attention to detail and a sense of urgency.
* Comfortable working in a fast-paced, ever-changing environment.
* Experience with D365 is considered an asset.
* Customer Service experience is considered an asset.
* Experience using a forklift is considered an asset.