

Inventory Control Analyst Job Description

Duties and Responsibilities:

- Carry out data analytics, research, and response for variances
- Undertake analysis on inventory levels, aging, and obsolescence
- Responsible for preparing and reporting progress of monthly inventory forecast
- Responsible for the management of excess and obsolescence
- Scrutinize and analyze inventory issues and apply LEAN methods to prepare recommendations for policy/process improvements related to inventory tracking and accuracy
- Develop performance metrics and reporting tools, and establish ad-hoc reporting to enhance department efficiency
- Responsible for analyzing data and generating monthly dashboards/reports to ensure inventory accuracy
- Responsible for identifying the root cause of all inventory adjustments
- Responsible for resolving errors or exceptions on sales/orders inbound and outbound purchase orders and transfers
- Responsible for the accuracy of inventory in the organization's showroom and website
- Responsible for identifying and implementing process improvements as required.

Inventory Control Analyst Requirements – Skills, Knowledge, and Abilities

- Education: Applicants for the inventory control analyst role are commonly required to have a minimum of High School diploma and relevant experience, but a Bachelor's or Master's degree in Supply Chain/Logistics, Mechanical Engineering, Industrial Engineering, or Business Administration or a relevant field, may be preferred by recruiters

- Certification: It is also essential for applicants to undertake certifications like Certified Materials Resource Planner (CMRP), Certified Purchasing Inventory Management (CPIM) certification, or APICS certification/coursework; it increases their chances of securing the job
- Knowledge: Recruiters often demand for a minimum of two (2) years related experience in inventory control analyst warehousing, logistics, manufacturing or distribution, and customer service
- They also require advanced knowledge of Excel and data mining, ability to translate data into conclusions or actions for improvement, and experience with process improvement or LEAN methods
- Computer skills: Applicants seeking the inventory control analyst job are required to have computer skills in Microsoft Office applications especially and advanced Excel skills, including Macros, Filters, V-Lookups, Pivot Tables, etc. It is also important that they can work with ERP systems or possess a working knowledge of SAP
- Communication skills: Applicants should be able to communicate both verbally and in writing. It is essential for establishing work relationship and executing the tasks in their job descriptions
- Problem solving skills and attention to detail: Inventory control analysts are responsible for spotting areas for process improvements or issues with adverse effect on inventory management; so it is important that applicants for the role have the mental, creative, and analytical capability to identify problems and proffer solutions
- Also, it is important that applicants are detail-oriented individuals to help maximize inventory accuracy with minimal adjustments.