

Inventory Manager Job Description

Duties and Responsibilities:

- Develop and implement inventory operational standards for staff compliance
- Utilize computer systems to electronically track inventory flow, scan stock, and reconcile inventory
- Maintain positive work relationships with customers and suppliers to ensure smooth business operations
- Coordinate the supply of goods to customers to ensure complete orders and timely delivery
- Address and resolve staff or client complaints/grievances to protect the reputation of a company and ensure a satisfied clientele
- Record daily deliveries and shipment to maintain information required for periodic inventory reconciliation
- Oversee the hiring, orienting, and training of inventory counters and other inventory personnel
- Assign and delegate job tasks to inventory personnel to ensure operational objectives are achieved
- Create and maintain spreadsheets for the report and analysis of data
- Provide written reports and results of data analysis to senior management
- Proffer recommendations to management on operational policies and objectives required for improved performance
- Utilize scanning terminals and fixed asset tracking software to monitor and regulate shipment from a warehouse
- Coordinate and manage daily physical cycle counts
- Review inventory to determine the need for stock replenishment
- Conduct negotiations with suppliers to reach a profitable bargain.

Inventory Manager Requirements – Skills, Knowledge, and Abilities

- Education and Training: To become an inventory manager, you require a Bachelor's degree in business administration, logistics, management or

similar disciplines. Several years of experience in the inventory, warehouse, or logistics field is also required

- Leadership Skills: Inventory managers are adept at directing and managing the activities of inventory staff to meet set objectives
- Organizational Skills: They are well versed in coordinating inventory operations to ensure received and supplied products are accounted for
- Logistical Skills: They are able to regulate shipments from warehouse to ensure effective and timely delivery of client orders
- Pre-employment tests: Some firm's may require that you take an assessment test before you are hired for this role to be sure that you have the necessary skills and qualities to succeed in the company. Find out about [job assessment tests](#) and what you need to do to make top scores in them.