Western Industries Plastic Products LLC

Inventory Control Specialist

Employer

Western Industries Plastic Products LLC 22829 Smyer Rd, Winfield, KS 67156 620-221-9464

Job Description

Job Location: Winfield Position Type: Full-time Reports to: Warehouse Supervisor Salary: TBD

Summary/Objective:

The Inventory Specialist works as an integral part of the production, procurement, warehouse and distribution teams to ensure that finished goods, supplies, and packaging inventory stock levels are reflected accurately for reporting purposes to all business units. This will be accomplished through proper shipping and receiving procedures, physical verifications, cyclecounting, reconciling, and recording approved counts in the system. All warehouse associates also help drive a culture of Continuous Improvement by helping identify wastes/ inefficiencies/ errors, assessing root causes, and then working with the teams to eliminate the issues.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Job scope includes: Regular and reliable attendance Ensure accurate material inventory at Western Industries Plastic Products LLC Direct and perform cycle-counts and verify different sections of inventory on a rotating basis. Reconcile discrepancies. Work with the Supply Chain Team to ensure compliance with labeling, palletization, delivery, & quality requirements. Review inventory for short shelf life, obsolescence, and FIFO auditing. Report on inventory activities, variances, and damages. Establish and execute cycle-count schedules that are in alignment with operational objectives. Maintain cycle-count records for management review and provide reports related to cycle-count activity. Communicate inventory information with other business units. Support Continuous Improvement by helping identify wastes/ inefficiencies/ errors in the production, receiving & shipping processes, and then working with the teams to resolve the issues. Assist in researching and completing Corrective and Preventative Actions. Help update Standard Operating Procedures as needed to document best practices. Additional duties as assigned Other Duties Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

This job will be performed in both an office and warehouse environment with extended use of the forklift and pallet jacks, as well as the use of standard office equipment: including, but not limited to computer, copier/scanner, and hand help radio. Inventory counts will be completed in non-climate controlled environment, with noise levels that are moderate to loud, requiring associates to wear hearing protection.

Physical Demands

Standing, walking, bending, stooping, grip/grasping, twisting, reaching above head, climbing stairs, lifting and carrying 0-50 pounds, use of tools, and other industrial equipment; Able to work in a manufacturing environment with extreme heat; Wear necessary Personal Protective Equipment (PPE)

Position Type/Expected Hours of Work

This is a full-time hourly position. Days and hours worked are Monday Friday. 8:00 am to 5 p.m. Overtime is worked 1-5% of the year that is voluntary or mandatory. This position may require you to work evenings, holidays, or weekends to meet the required demand.

Required Education and Experience

High School Diploma or equivalent 2 years of warehouse or shipping/receiving related experience preferred Experience working with ERP systems (Baan, Epicor preferred) Forklift experience.

Work Authorization/ Security Clearance

Must be legally authorized to work in the United States.

Advancement Opportunities

As an employee of the Western Industries Plastic Products team we expect you to be accountable for your actions, to challenge existing processes and to grow both professionally and personally. This means having the willingness to claim 100% ownership for results, both individually and collectively with others and to "think outside of the box" when it comes to processes, policies, and strategies. It also requires seeking out new knowledge and skills and assisting others in growing similarly. This position will provide a pathway for advancement within the Materials Department, as well as other departments at Western Industries.

EEO Statement

Western Industries Plastic Products, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Application Instructions: Can come apply in person at 22167 C Street Winfield KS 67156 or <u>Apply</u>

