

# **PaulB Inventory Clerk**

**Reports to:**

PaulB Inventory Control Manager

**Job ID:** 129101**Entity:**

PaulB LLC

**Job Classification:**

Administrative Support Workers.

**Summary and Objective:**

This position will assist the inventory control team with all aspects of inventory control for all stores of PaulB, within the values and mission of Paul B. Zimmerman Inc.

**Essential Functions:**

- Reinforce a consistent and positive team attitude and atmosphere throughout the Inventory Control Team and the rest of PBZ Inc.
- Develop strong relationships and communication lines with interdependent departments.
- Cycle counts and physical inventory.
  - Carry out accurate daily cycle counts in PaulB Lititz and other locations as needed.
  - Reconcile differences in inventory counts, and recount when necessary.
  - Assist with physical inventory projects in all PaulB locations
- Reports and Inventory Correction Requests
  - Count and reconcile ICR's in a timely fashion
  - Monitor daily negative inventory report and reconcile as needed.
  - Help to determine causes of discrepancies and assist in developing and implementing better processes that avoid those issues.

**Characteristics and Competencies:**

- Perform accurate and efficient inventory counts
- Accurately record and enter data from counts
- Continually look for opportunities to improve accuracy and efficiency

**Required Education and Experience:**

- Intermediate computer skills, including spreadsheets and email

**Preferred Education and Experience:**

- Well-organized and self-motivated individual with strong attention to detail

**Work Environment:**

This job operates in a warehouse and office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and forklifts.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand or sit for extended periods of time; lifting (may exceed 50 lbs.) repetitive motions; speaking, listening, and seeing; walking; use eyes, hands, finger, or feet; and reaching with hands and arms, and so forth.

**Travel:**

Limited travel is expected for this position.

**Other Duties:**

Please note that 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. Essential functions and duties may change at any time.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_