

PR/087658 | Inventory Controller

Job Information

Recruiter
JAC Recruitment USA

Job ID
1614630

Industry
Restaurant, Food Service

Job Type
Permanent Full-time

Location
United States

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 14:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

POSITION SUMMARY

In this position, you will be responsible for maintaining proper inventory levels for the branch office, assisting the Logistics Manager in keeping accurate records of incoming and outgoing products, providing inventory reports, and identifying inventory discrepancies for review by management

RESPONSIBILITIES

- Oversee RMA processes, inventory control functions, and all inventory-related activities for the branch office
- Maintain inventory and stock integrity and ensure inventory rotation requirements are followed, including FIFO and FEFO
- Conduct cycle count inventory processes to ensure accuracy and timely execution

- Establish and maintain expiration date cycle counting and reconciliation processes in accordance with company guidelines and produce expiration date reports
- Ensure all inventory transactions and adjustments are accurately and promptly updated in the warehouse management system
- Maintain and evaluate inventory records on a daily basis
- Maintain adequate storage for warehouse and on-site inventory
- Perform cycle count activities to ensure inventory accuracy, research incorrect heat and work order numbers, perform bin-to-bin transactions, and mark open bin locations for received work orders
- Investigate inventory variances, conduct root cause analysis, prepare detailed findings, and recommend corrective actions to management
- Under management direction, train associates on inventory control procedures and support efficient execution of inventory control activities
- Assist in establishing procedures for verifying incoming and outgoing shipments, handling and disposing of merchandise, and maintaining accurate warehouse inventory
- Provide support to other warehouse departments as needed
- Perform other related duties as assigned

QUALIFICATIONS

- Ability to organize and prioritize multiple tasks and complete them within various time constraints
- Knowledge of warehouse principles, practices, and procedures
- Ability to communicate and interact effectively with individuals from diverse functional backgrounds and respond to questions from management, employees, and vendors effectively
- Ability to apply general rules and policies to specific situations and develop practical solutions
- Ability to perform basic mathematical calculations including addition, subtraction, multiplication, and division using whole numbers, fractions, and decimals
- Basic proficiency with Microsoft Office, internet applications, web-based systems, and job-related software
- Ability to read, write, and speak English
- Ability to operate material handling equipment proficiently
- Positive work history and reliable attendance
- Ability to work extended hours when required

LOCATION San Francisco Bay Area, CA

EMPLOYMENT TYPE Full-Time

WORK HOURS Monday to Friday, 9AM to 6PM

HOURLY RATE $23.00 - $29.00

BENEFITS Health, Vision, Dental, Life and Accident, Pet Insurance, 401(k), PTO, and others

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: https://www.jac-recruitment.us/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.us/terms-of-use

Company Description