



PR/087659 | Inventory Controller

Job Information

Recruiter

JAC Recruitment USA

Job ID

1614631

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:39

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION TITLE Inventory Controller

POSITION SUMMARY

In this position, you will maintain proper inventory levels for the branch office, assist the Logistics Manager with keeping accurate records of incoming and outgoing products, provide inventory reports, and identify discrepancies for review by the Logistics Manager

RESPONSIBILITIES

- Oversee RMA processes, inventory control functions, and all aspects of inventory for the branch office
- Maintain inventory and stock integrity and ensure inventory rotation requirements are followed at all times, including

FIFO and FEFO

- Conduct cycle count inventory processes to ensure accuracy and timely execution
- Set up expiry date cycle counting and reconciliation processes in conjunction with company guidelines, lead the process, and regularly maintain and produce expiry date reporting
- Ensure the warehouse management system is accurately and promptly updated for all inventory transactions and adjustments
- Maintain and evaluate inventory records on a daily basis
- Maintain adequate storage for warehouse and on-site inventory
- Perform cycle count activities to assure inventory accuracy; research incorrect heat and work order numbers; make bin-to-bin transactions; and mark open bin locations for received work orders
- Conduct investigations into the root causes of inventory variances, produce detailed analyses, and recommend countermeasure solutions to management
- Under the direction of a manager, train associates in inventory control activities and support efficient performance
- Assist in establishing operational procedures for verification of incoming and outgoing shipments, handling and disposing of merchandise, and maintaining accurate warehouse inventory
- Provide fill-in support for other departments in the warehouse
- Perform other related duties as assigned

QUALIFICATIONS

- High School Diploma or GED
- 1 to 2 years of inventory control experience
- Forklift and/or Electric Pallet Jack training and/or certification
- Ability to organize and prioritize numerous tasks and complete them under 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 problems to produce practical solutions
- Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals
- Basic proficiency in Microsoft Office, internet, web-based applications, and job-specific software
- Ability to read, speak, and write in English
- Ability to operate material handling equipment proficiently
- Positive work history and reliable attendance
- Availability to work extended hours

WORKING CONDITIONS

- Work in refrigerated warehouse areas, including cooler and freezer sections
- Machinery operation requires the use of safety equipment, including steel-toed boots
- Standard schedule is Monday through Friday, 40 hours per week; however, evening, night shift, overtime, and weekend work may be required depending on operational needs

LOCATION Aurora, Colorado

EMPLOYMENT TYPE Full-Time

WORK HOURS Monday through Friday, 7AM to 4PM (with overtime)

HOURLY RATE Hourly Rate: \$20.00 - \$26.00

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

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Company Description