

PR/087658 | Inventory Controller

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1614630

業種
レストラン・フードサービス

雇用形態
正社員

勤務地
アメリカ合衆国

給与
経験考慮の上、応相談

更新日
2026年11月10日 06:00

応募必要条件

職務経験
1年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

日本語レベル
無し

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

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

会社説明