

## **JOB DESCRIPTION**

### **INVENTORY CONTROL SPECIALIST**

Evolve Transporters is a high-end custom fabrication company based in Painesville, OH. Our clients are some of the biggest motorsport teams and brands in the world, for which we assist in designing, fabricating and servicing race transporters. We have a sharp focus on client satisfaction and a desire for continued innovation.

This position will report to the Supply / Accounting department

#### **WHAT YOU CAN EXPECT IN THIS ROLE:**

To oversee and plan activities that relate to inventory distribution and control

#### **KEY RESPONSIBILITIES:**

- Receive, store, and issue tools & equipment to authorized personnel
- Develop and maintain parts and equipment stocking levels
- Perform periodic inventory audits and evaluate against inventory management system
- Kit parts and equipment in support of manufacturing schedule
- Establish and implement a communication strategy which identifies future inventory needs
- Develop and track key metrics necessary to eliminate waste, inventory costs, and overall inventory levels
- Manage on-site and off-site inventory with contract manufacturers and vendors
- Primary point of contact for emergent ordering of tools and equipment

#### **TOP SKILLS:**

- High School Diploma or GED
- 3-5 years of inventory and inventory control experience
- Ability to work as a team
- Results oriented – results focused with strong performance culture
- Detail oriented
- Organized
- Working knowledge of Microsoft Office, Excel, Word