

**Position Title:** Inventory Coordinator

**Division:** Security

**Employment Type/Status:** Full time – Exempt

**Reports to:** Security Service Manager

The Inventory Coordinator is a position that requires attention to detail to effectively track inventory and maintain proper levels required daily to meet operational demands.

**Responsibilities:**

* Ship and receive material daily.
* Keep warehouse organized.
* Maintain all shipping and receipt logs.
* Understand and execute procedures and processes for receipts, issues and transfers of all materials.
* Uses the Perpetual Inventory functionality to document transactions on equipment to and from various sub-inventories assuring that the physical inventory and the "booked"/project inventory in the system match and investigates and resolves any discrepancies.
* Notify Coordinators and Operations team members that Job Cost project materials have arrived.
* Notify Coordinators and Service team members that service materials have arrived.
* Open shipments and verify parts ordered, unpack, remove, and reconcile items for each department, and track and forward receipt for materials purchased to Accounts.
* Receive materials into the proper system (Excel spreadsheet and/or Q360) within 24 hours.
* Update the proper system (Excel spreadsheet and/or Q360) within 24 hours of material transfers (incoming and outgoing).
* Identify shelf locators to be entered into the Perpetual Inventory system and stock all warehouse shelves in accordance with established static stock and hardware guidelines.
* Pull and issue hardware as required for installation and service jobs as required.
* Transfer inventory to tech truck or appropriate sub-inventories.
* Deliver incoming material not assigned to the warehouse to its proper destination and ensure that the inventory is properly documented into the appropriate sub-inventory.
* Reconciliation of material from Job Cost/Projects and Customer credit returns.
* Reconcile miss-shipments of material with vendors or carriers.
* Coordinate all RMA requests, processes and return to vendors for Excess, Warranty, or Repair material (in conjunction with Project Coordinator or Service Coordinator)
* Maintain product knowledge for items in stock and answer technical questions related to the work order, its number, and equipment needed.
* Maintain all hard copy paper flows to validate that transfers are accounted for properly.
* Maintain & monitor inventory integrity.
* Other duties as assigned.

**Requirements:**

* Strong organizational skills, positive attitude, excellent follow-through, and an ability to learn quickly.
* Possess a valid driver's license and driving record that meets company requirements.
* Excellent communication and teamwork with technicians, office staff, coordinators required.
* Excellent computer and mathematical skills.
* High School diploma or equivalent.
* 1-5 years purchasing/inventory experience
* Ability to work independently with minimal supervision.
* Must be able to pass a drug and background check.
* Must be able to lift up to 70lb.

*Axis Global Enterprise (AGE) is an Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at AGE will be based on merit, qualifications, and abilities. AGE does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or genetics. Please Note: Requirements, skills, and abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive.*

I have read and understand the above job description.

Employee Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_