



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.

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I have read and understand the above job description.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____