



Bay Area Beverage

Inventory Control Administrator

Are you a team player with attention to detail? Bay Area Beverage Company is looking for an Inventory Control Administrator who will monitor and ensure the accuracy of inventory movement in our warehouse (including performing daily warehouse cycle and targeted inventory counts). This person will also lead the weekly inventory count and ensure that all count processes are accurate and being conducted per Bay Area Beverage policy.

Quality control is an integral component of inventory administration, so the Inventory Control Administrator uses the Warehouse Management System to ensure that code dates are accurate, products are consistently rotated per Bay Area Beverage policy and that damaged, returned, repackaged, or returned products are processed correctly.

In your role as Inventory Administrator, you

- perform daily inventory cycle counts of both cases and kegs (via observation and handheld device)
- perform daily targeted inventory counts of both cases and kegs (via observation and handheld device)
- monitor UPC and resolve any issues
- ensure the accuracy of code dates within the system, and reporting instances where other Warehouse Team Members are not following required product rotation policies and procedures
- identify and resolve receiving inaccuracies (using the Warehouse Management System)
- monitor and ensure the accuracy of inventory movement (using the Warehouse Management System)
- ensure broken, returned, repackaged, and out of code products are transferred correctly (using the Warehouse Management System)
- lead weekly inventory counts

To qualify for this position, you

- have a high school diploma or have completed your GED
- have worked 1 - 2 years previously in an inventory reconciliation capacity in a warehouse environment
- possess strong analytical and problem solving skills
- have solid computer skills, including data entry and Excel
- have good math skills
- demonstrate excellent interpersonal skills
- can maintain complete impartiality