



Inventory Control Specialist Job Description

Do you want your skills to have a direct impact on company results? Do you want to feel the role you play has a direct impact on customer success? Do you want to lead an accomplished team to deliver technology so innovative that it flies and thrives in space? We need you.

This position requires an individual with strong organizational and computer skills, familiar with ERP systems, ability to maintain and update inventory records, manage shipping and receiving along with placing orders for supplies and departmental material.

This position requires an individual that has a flexible work schedule and can work extended hours when required.

Responsibilities:

- Strong organizational skills to maintain accurate inventory records and their locations.
- Kit assemblies to the manufacturing floor with accuracy and speed.
- Learn incoming material QA procedures and perform outgoing QC.
- Ship orders to customers and provide ship alerts.
- Perform all incoming receiving and material inspections.
- Coordinate and manage outside service providers.
- Follow and familiarize self with company policies and procedures.
- Strong customer success attitude, work ethic and drive to succeed.
- Performs tasks accurately and efficiently, free from errors.
- Ability to take initiative and own tasks and projects.
- Persistently drive tasks and projects to completion.
- Analyze information and use logic to address work-related issues and problems.
- Adapts to changes in the work environment, manages competing demands and is able to deal with change, delays or unexpected events.
- Energetic, enthusiastic, positive outlook.
- Listen attentively and able to grasp fast-paced technical conversations.
- Perform quarterly inventory counts and order supplies as needed.
- Maintain a clean and organized department on a daily and long term basis
- Place departmental orders by appropriate deadlines.
- Consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

Qualifications:

- Bachelor's degree in marketing, communications, or related field.
- A minimum of 5 years of related experience.
- A positive and can-do attitude.
- Proven success building and leveraging a brand or specific product/service category, demonstrating improvements or growth in market share, revenue, or profitability.



- Accomplishments in marketing programs and public relations strategies.
- Strong analytical skills to translate data into insights and evaluate business performance.
- Outstanding written and verbal communications and interpersonal skills.
- Excellent project management skills.
- Ability to work both in a small, fast-paced team environment.
- Willingness and ability to travel up to 20% travel (Post COVID restrictions).
- Legal authorization to **work in the United States.**

SCHEDULE

- Monday to Friday with some after hours, overnight and weekend work.

Job Type:

- Full-time

Compensation:

- \$23 – 27 hr, DOE

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance