

WAREHOUSE INVENTORY SPECIALIST

JOB DESCRIPTION



REPORTS TO: Administrative Director

LOCATION: PVAS Locations as needed

POSITION OVERVIEW

The Warehouse Inventory Specialist is responsible for the proper warehousing and inventory control of all supplies needed for daily operations, including receiving, inventory movement, and order picking for department leads. The warehouse inventory specialist must be a team player who works with a sense of urgency, has an eye for detail, and takes the initiative to identify and solve problems. The Warehouse Inventory Specialist works collaboratively with all levels of management within the organization to ensure all supply needs are met.

RESPONSIBILITIES:

- Manage inventory levels and ensure accuracy of stock records
- Conduct regular physical inventory counts and reconcile discrepancies
- Coordinate with shipping and receiving departments to ensure timely delivery of materials
- Collaborate with cross-functional teams to optimize materials management processes
- Implement and maintain inventory control procedures to minimize loss and maximize efficiency
- Monitor e-commerce platforms and retail channels to track inventory movement
- Work with third-party logistics (3PL) providers to coordinate inventory transfers
- Assist in financial modeling and contract negotiations related to inventory management

EXPERIENCE:

- Previous experience in inventory management or related fields preferred
- Strong analytical skills with the ability to interpret data and generate insights
- Knowledge of materials management principles and best practices
- Familiarity with shipping, receiving, and warehouse operations
- Ability to lift heavy objects and perform physical tasks as required
- Inventory control: 1 year (Preferred)

Please note that this job description is not exhaustive, and additional responsibilities may be assigned as needed.

JOB TYPE: Full-time

SALARY: \$14.00 - \$17.00 per hour

BENEFITS:

- 401(k)
- 401(k) matching
- Dental Insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Tuition reimbursement
- Vision insurance

SCHEDULE:

- 8-hour shift
- Holidays
- On call
- Overtime
- Weekends as needed

ABILITY TO COMMUTE/RELOCATE:

- Edinburg, TX 78539: Reliably commute or planning to relocate before starting work (Required)