



PO Box 87,
Stand-Off Alberta
T0L 1Y0

JOB DESCRIPTION

INVENTORY CONTROL SPECIALIST

Reports directly to: Export Administrator (Tammy's position)

Job Purpose: Accurate tracking and recording of Finished and Raw Product types, amounts, locations, and movement throughout the entire Hay Plant Facility. Ultimately responsible for knowing what inventory is on site at all times and where inventory flows on a daily/weekly basis. This position enables the plant to operate efficiently and promotes the quality of operations through the logistical tracking of Product.

Duties and Responsibilities:

- Physical count of all hay in the sheds and the production facility on a weekly basis
- Update the shed maps on a weekly basis following the physical count 2-3 times per week
- Daily updates of the following inventory sheets:
 - After-Storage Rejects at the point of rejection
 - After-Storage rejects scaled out of the plant (i.e. hay sold, or farmers pick them up)
 - Domestic Counter Sales tracker
 - Off the Field Hay Tracking (i.e. domestic hay)
 - Reviewing the schedule B to ensure export sales match the physical drawdown of inventory at the plant
 - Generate New sheets with updated information as they are developed
- Reconcile the physical count to the spreadsheets/databases and make corrections as needed.
- Must have a good understanding of starting inventory and how the inventory has drawn down over the year to get to current inventory (i.e. rejects, export sales, etc.)
- Provide insight for long-term solutions to inventory management and ultimately help build out the system as the company grows
- Provides a weekly report on current inventory and the flow of inventory every week of the year.
- Must interface with Production Foremen, Quality Control, Receptionist (for domestic sales info), and the Operations Manager with guidance from the Export Administrator.
- Quality control; assuring products are to the highest standards by complying with the Quality Control System Manual.
- Maintains inventory controls by collecting and completing hay location orders/reports; ensuring Quality Control by correctly tagging inventory.
- Complies with all policies set in place; Safety, Operational, Financial, and Personnel.