

Objective

As a Warehouse Inventory Associate is Working with warehouse managers to determine the correct inventory levels for each department, Ensuring that all stock levels are properly maintained throughout the day, Coordinating with departments across the company regarding item removal or additions to their inventories, Maintaining inventory records on an ongoing basis.

Skills

Time Management, Inventory Control, Coordinating Skills.

Work Experience

Warehouse Inventory Associate

ABC Corporation - January 2005 – December 2007

- Monitored and reported on actual vs. desired inventory levels to management.
- Prepared monthly reports detailing items purchased from vendors that have not been accounted for as well as items purchased from vendors who have been accounted for but not yet delivered to customers.
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- Managed warehouse inventory level through a scheduling system.
- Worked with the Sales & Marketing team to identify potential products to distribute.
- Managed product policy and guidelines with respect to product availability and usage.
- Ensured compliance with corporate standards such as FDA, OSHA, etc.

Warehouse Inventory Associate

Delta Corporation - 2000 – 2005

- Prepare inventory reports to adjust stock levels on an ongoing basis.
- Follow up on orders as they are received to ensure items are delivered as expected.
- Manage warehouse floor space and equipment to ensure adequate capacity for inventory levels and growth.
- Ensure proper inventory levels are maintained by ensuring all product lines are being replenished at the appropriate time.
- Ensure all warehouse equipment is working properly by performing routine checks during peak times and maintaining records of any maintenance requirements performed on the equipment.
- Work closely with sales, marketing, technical support, logistics, finance and operations to remain current on new product announcements, promotions, special offers and changes to products available in the warehouse.
- Assemble furniture offload inventory and log it in assist customers Skills Used Computer and assembly of furniture.

Education

GED