



**KING INDUSTRIES  
JOB DESCRIPTION  
INVENTORY CONTROL COORDINATOR**

King Industries, Inc. has an exciting opportunity within our Shipping and Receiving department. Ideal candidates for this role should have a high school diploma or equivalent, as well as one to two years of warehouse inventory experience. In this position, the Inventory Control Coordinator will assist with placing purchase requisitions, receiving orders and managing inventories for indirect materials and consumables amongst other job functions.

**Required Skills:**

- Basic arithmetic (addition, subtraction, and multiplication).
- Familiarity with ERP and data entry systems.
- Ability to perform moderate to heavy lifting.
- Excellent organizational skills.
- Great written and verbal communication.
- Detail oriented.
- Experience with Microsoft Office.
- Experience with Microsoft Excel.

**Education and Experience Requirements:**

- High diploma or equivalent.
- 1-2 years of warehouse inventory experience.

**Duties and Responsibilities:**

- Place purchase requisitions (from approved vendor lists), receive orders, and manage inventories for indirect materials and consumables necessary to support warehouse operations. On a periodic basis (weekly or monthly, as directed by Warehouse Manager) provide count lists of critical consumable materials to Procurement and Operations staff.
- Manage receiving and verification checks required per ISO quality standards for all direct raw materials (RMs), including materials received to and/or transferred from outside warehouses.
  - Verification checks include, at time of receipt: inspecting goods for damage, ensuring proper count/quantities, collecting, and verifying shipping documents & manifests, assisting QC with inputting Sage EM quality details, entering official Sage EM receipt entries, forwarding receiving paperwork to A/P, and documenting any deficiencies and non-conformances to the Procurement Department or applicable department managers. Direct RMs include chemical raw materials, product containers, and resale/distributed materials.
- Coordinate with plant management, operations specialist(s) and/or separate product groups to help manage RM inventory and avoid stock-outs.
- Assist with performing root cause analysis for identified inventory discrepancies.
- Conduct cycle counts as directed by department managers and/or plant managers.
- Assist with locating in-storage inventory to support upcoming production events, verify barcode/label compliance for in-storage inventory, report safety concerns for in-storage inventory to the Safety Department (i.e., flammable materials stored outside of designated areas, COIs, etc.).
- Monitor and maintain inventory, ensuring data is entered accurately in the company's ERP and other related systems for all of King Industries warehouse locations in Norwalk.

- Load and unload incoming and outgoing materials and products using Tow Motor or other lifting devices.
- Manage all inventory operations including but not limited to counting, receiving, down stock transfers, daily audits, full inventory counts, and collecting retain samples as needed to support QC/QA functions.
- Responsible for all inventory transactions (receiving, returns, stock transfers and intercompany transfers) and ensure inventory transactions are processed and controlled effectively.
- Lead the efforts to develop and refine inventory control processes.
- Assist the warehouse team with physical shipping and receiving as required.

To apply for this position, please submit your resume and cover letter to [vcrichardson@kingindustries.com](mailto:vcrichardson@kingindustries.com).