



**KING INDUSTRIES
JOB DESCRIPTION
RECEIVING AND INVENTORY SPECIALIST**

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 higher, as well as one to two years of warehouse inventory experience. Key responsibilities include unloading trucks, verifying shipments against purchase orders while ensuring all received items are undamaged, and organizing and maintaining inventory in Sage WMS. The Receiving and Inventory specialist conducts routine cycle counts and properly authorizes inventory adjustments. This role supports operations by ordering and managing indirect materials and consumables. They perform ISO-compliant verification checks, assist QC with data input, and document non-conformances using Certificates of Analysis (C of A). Working closely with procurement and plant teams, they help prevent stock-outs, resolve inventory discrepancies, ensure label compliance, and report safety concerns to uphold process integrity. The specialist also serves as a backup Tow Motor operator when needed.

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.
- Experience with Microsoft Office.
- Experience with Microsoft Excel.

Education and Experience Requirements:

- High diploma or higher.
- 5 years experience in chemical manufacturing or distribution environment conducting inventory control or warehouse functions.
- Familiarity with ERP, integrated material resource planning, and/or warehouse inventory management systems, ideally including scanning or inventory tracking techniques.

Duties and Responsibilities:

- Perform receiving and verification checks per ISO quality standards for critical raw materials and production supplies received at the Norwalk facility and materials received to and/or transferred from outside warehouses.
- Inspect goods upon arrival for damage and defects and ensure that no damaged items are received into storage or production buildings without authorization.
- Confirm accurate counts and quantities using available tools, including scan guns and company ERP system. Support location management practices and inventory accuracy, including lot tracking where applicable.
- Updating inventory records and the company ERP system as products are received and properly accounting for the location of incoming goods.

- Collect, verify shipping documents and manifest against official purchase orders; forward all receiving documentation to Accounts Payable (A/P).
- Assist Quality Control (QC) by inputting receipt details into the company ERP system.
- Complete official receipt entries in company ERP system.
- Document and report any deficiencies or non-conformances to the Procurement Department, including packaging products for return to vendors and filling out necessary paperwork.
- Coordinate with plant management, operations specialists, and product groups to manage raw material inventory and prevent stock-outs.
- Investigate and analyze root causes of inventory discrepancies.
- Conduct cycle counts as directed by department or plant managers.
- Locate and validate in-storage inventory for upcoming production requirements.
- Verify that in-storage inventory meets barcode and labeling compliance requirements.
- Report any inventory-related safety concerns to the Safety Department (e.g., improper storage of flammable materials, COI violations).
- Support additional warehouse operations and operate the following processes per the direction of the Warehouse Manager, including.
- General Tow Motor Operations and Material Handling: help load/unload incoming and outgoing trucks and put-away/stage incoming raw material shipments to appropriate locations.
- Serve as a back-up Tow Motor operator when needed in laying down customer sales orders, labeling or re-labeling containers, drum cleaning and prep for customer shipments via selected carriers.
- Scan and deliver all UPS and FedEx packages to appropriate buildings.
- Collecting retain samples as needed to support QC/QA functions.

To apply for this position, please submit your resume and cover letter to careers@kingindustries.com