



Job description

The **Senior Inventory Specialist** reports to the Manager of Material Planning. This position will be responsible for scheduling and overseeing the completion of physical counts in UPN's regions. Responsibilities include managing and facilitating the reconciliation of physical counts at off-site warehouses. Daily activities include processing inventory adjustments, assisting the field in processing inventory receipts and physical count reconciliations. This position will also be responsible in assisting new market set up of equipment storage rooms/buildings to meet the company standard. This position interacts daily with the purchasing team and field employees.

This position requires an ability to work in a fast-paced environment. Position will be **based out of Kansas City with some travel required**.

Responsibilities could include

Primary:

- Schedule and manage physical inventory count at all locations
- Research inventory discrepancies and make necessary corrections
- Enter inventory usage into data base
- Assist in setting up inventory storage rooms/building to company standards
- Assist field with inventory transactions
- Make recommendations and assist in implementation of process improvements
- Perform other functions as assigned

Support:

- Process inventory receipts
- Maintain inventory allocation records
- Maintain approved inventory levels while preventing excess inventory

Education and Experience

- Bachelor's degree or equivalent experience and training preferred
- Inventory experience preferred
- Microsoft Office skill specifically Excel and Outlook
- Attention to detail and organizational skills
- Ability to prioritize and manage multiple projects successfully
- Professional communication skills – oral and written

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter, resume and salary requirements.

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