



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

Primary:

- Provides leadership and guidance to staff in all activities associated with physically performing inventory counts, record recording and reporting data results, assisting with researching and reconciling inventory discrepancies.
- Manages and facilitates the reconciliation of physical counts at off-site warehouses.
- Assists the purchasing team with evaluation and movement of inventory levels.
- Runs inventory report using the appropriate inventory query from WMS program and transfers data to Count Sheet template and shared network.
- Prints Count Sheets in location sequence.
- Monitor and ensure accuracy of all inventory transactions and maintain records of all stockroom locations.
- Conducts physical inventory count and enters quantity onto Count Sheet.
- Records and enters count results into system files.
- Research inventory discrepancies by cycle counting discrepant items.
- Run transaction history to identify the last locations that product was stored.
- Conduct search of "Staging" areas.
- Perform "Empty" location audits.
- Record and report the results of the count and audits.
- Schedule and manage physical inventory count at all locations
- Create processes to streamline inventory staging
- Oversee the set-up and maintain inventory storage rooms/building to company standards
- Research inventory discrepancies and make necessary corrections
- Enter inventory usage into data base
- Assist field with inventory transactions
- 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 preferred, or equivalent combination of experience and training.
- 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

Qualified candidates interested in this opportunity should submit their cover letter and resume.

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