

Sales Support Specialist

Productivity Quality, Inc. is looking for a Logistics and Inventory Manager to join our team. This role will be responsible for inventory control to ensure we have inventory accuracy and our production lines are in constant supply of the necessary materials needed to minimize a loss in productivity and inventory. This role will also be managing the shipping and receiving department and working closely with the scheduling, sales, and purchasing leads.

The Logistic & Inventory Manager reports to the Controller, but works closely with purchasing leads in each department.

Experience and Education:

- 7+ years of logistics and inventory management.
- Managerial experience in a warehouse / logistics environment.
- Excellent organizational skills and attention to detail.
- Strong interpersonal skills with the ability to interact and communicate both effectively and positively with managers, sales, accounting, vendors, and customers.
- Proven experience in solving complex problems.
- Experience using an ERP system, specifically entering and processing receivers, shipments, inventory adjustments and inventory part setup through an ERP system.
- Proven track record of taking ownership and delivering results in a fast-paced and changing environment
- Strong analytical and quantitative skills with the ability to use data to drive action.
- Ability to calculate figures and amounts such as proportions, percentages, area, and volume.
- Ability to lift 30+ pounds.
- Strong PC skills a must including internet and windows-based programs, Google, Microsoft Office, Word, Excel

Behavioral Competencies:

- **Ensures Accountability**- holds self and team accountable to meet business commitments.
- **Drives Engagement** - Creates an environment where the team feels motivated to do their best and help the business achieve its objectives
- **Instills Trust** - Gains the confidence and trust by working collaboratively with their team and other departments.

- **Customer Focused** - Builds and prioritizes strong customer relationships

General Duties:

- Prioritize, schedule, delegate, and directly supervise inventory control activities to maintain optimum levels of inventory and required materials needed to support our sales, service, and shipping activities.
- Develop and maintain an accurate inventory system.
- Perform cycle counts on schedule to verify actual against recorded inventory levels, making adjustments as needed.
- Ensure accurate end-of-month inventory reporting
- Coordinate with sales areas to ensure the timely movement of materials, material identification, and optimum inventory levels.
- Preparing a report of stock issued and consumed for Use Tax Liability for Accounting
- Managing inventory transactions and physical tracking in the capital equipment warehouse locations.
- Monitoring the stock clearing warehouse location
- Advise on international shipments
- Create and monitor new inventory item part numbers
- Daily management of the warehouse and the shipping and receiving team (3 employees).
- Responsible for the direction and coordination of all warehouse activities of the facility.
- Assist warehouse team with maintaining inventory levels that optimize storage space.
- Ensure warehouse is accessible and safe for associate and customer traffic

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- Monday to Friday
- No nights
- No weekends

Why Productivity Quality, Inc.?

We firmly believe in forging lasting partnerships built on trust, transparency, and a shared commitment to success. Our tailored solutions are designed to empower organizations to achieve their quality control goals, streamline processes, and stay ahead in today's competitive landscape.

We value investing in our employees by not only providing strong benefit packages and competitive compensation, but also by prioritizing their development. Our employees can count on us to support them. We know quality, and it starts here - with our own team.

Please reply – TODAY – by sending your resume and cover letter with salary requirements to the Productivity Quality Inc. Human Resources Department at HR@PQI.net