



Job Description Inventory Control Manager

About H&K

Founded in 1975, H&K International is a leading global supplier of stainless-steel kitchen equipment to the foodservice industry with a long-established reputation for quality products, precision manufacturing, and exceptional customer service. H&K delivers flexible, value-driven restaurant equipment solutions to major customers in North America, Latin America, Europe, Australia, and Asia.

Summary

Manages day to day operations and plans for future improvements in the warehouse and inventory departments by performing the following duties.

Essential Functions

- Develops, implements, and enforces SOP's to ensure inventory accuracy.
- Responsible for planning and executing cycle count program and inventory stock counts as required.
- Responsible for planning and executing physical inventory twice per year.
- Motivates employees to perform at highest level.
- Performs fair and honest evaluations of inventory.
- Promotes safe work environment through enforcement of established safety rules.
- Analyzes inventory for reduction of scratch and dent and obsolescence and safety stock levels to ensure the company can meet customer demand.
- Creates reports with detailed analysis to determine needed improvements and to quantify the improvements over previous periods.
- Overall responsibility to ensure RMA's are dispatched, processed and received in a timely manner.
- Bi-Weekly RMA review with upper management.
- Performs other duties as assigned.

Experience, and Knowledge Requirements

- Bachelor's degree or equivalent experience
- Ability to read, analyze, and interpret general business periodicals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence, and procedure manual
- Effectively present information and respond to questions from managers, clients, and customers
- Microsoft Office

Education

- High School diploma or general education degree (GED)

Physical Demand

- Regularly required to stand, walk, use hands to finger, feel and reach with hands and arms, sit, stoop, kneel, crouch.
- Must be able to lift/move from 25 pounds up to 50 pounds