



## **INVENTORY CONTROL & OPERATIONS MANAGER**

Responsible for overseeing the inventory control in the Wallingford Facility and for managing the daily warehouse activities of sortation, order selecting, and receiving. Reports to the Senior Director of Operations.

### **Duties and Responsibilities:**

1. Perform daily cycle counts and reconcile the inventory records.
2. Communicate with warehouse staff to resolve any discrepancies.
3. Reconcile Inventory Evaluation Report.
4. Submit monthly and quarterly report to Feeding America.
5. Monitor daily inventory reports for aging product and inventory accuracy.
6. Create weekly and monthly inventory reports.
7. Responsible for all FDA recalls while corresponding with PDO's and member agencies.
8. Perform inventory audits on outbound agency orders and agency invoices. Perform this by doing spot checks.
9. Assist in controlling year-end physical inventory reports and reconciliation.
10. Monitor online ordering system to insure product is being presented to member agencies and verify orders are transmitted properly without being stuck in the cloud.
11. Monitor inventory reports to identify dead and non-moving product.
12. Maintain the record retention policy.
13. Enter daily data entry statistics for warehouse selector's performance.
14. Assist the Senior Director in overseeing the overall operation pertaining to Sortation, Warehouse Shipping and Receiving while serving as a backup when Operation Director is not available. This will involve assessing the flow of the warehouse, monitoring order selecting, pallet moves, receiving, and overall building cleanliness. Communication on a regular basis with the Sr. Dir of Logistics & Fleet Operations to make sure selecting is complete and in alliance with the following days deliveries.

### **Job Specifications/ Requirements:**

- Candidate must have 3 to 5 years of experience in an Inventory Control role with a computerized system and understanding of inventory control practices.
- Supervisor experience in a warehouse setting.
- Background in the food industry preferred.
- Candidate must have strong organizational, general warehouse knowledge, interpersonal, written, and oral communication skills.
- Candidate must be a team player and have strong problem solving and decision making skills.
- Ability to work extra hours when needed.
- Preferred pallet jack/ forklift certification.
- Must be able to contribute to a positive work environment.

**Send cover letter with salary requirements and resume to:**

**hr@ctfoodbank.org**

**203-469-4871 (fax)**