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|-------------------------|------------------------------|--------------------------|-------------------|
| Job Title: | Inventory Control Specialist | Exemption Status: | Non-Exempt/Hourly |
| Department: | Operations | Position Level: | Staff |
| Reports To: | Warehouse Manager | Travel Required: | None - 0% |
| Position Status: | Full-Time | Location of Job: | Windsor |

Company Overview

Diesel Forward, Inc. specializes in Service, Remanufacturing, and Distribution of parts and components for diesel-powered vehicles and equipment. Our goals are to provide first-class customer service, grow profits, invest for the future of the business, proactively manage all relationships, and provide an excellent work environment for our employees.

Job Summary

This position is responsible for monitoring inventory levels to ensure accurate counts are maintained and releasing parts to production.

Key Departmental Responsibilities

- Lead cycle count program to ensure proper inventory usage and control. Ensure daily, weekly and monthly cycle counts are maintained.
- Assist in securing warehouse contents against loss.
- Supply production parts as requested while ensuring internal inventory controls are maintained.
- Maintain out plant work orders on production parts sent to vendors for further refurbishment.
- Transfer product between our two buildings using the transfer truck.
- Move product throughout the warehouse using a forklift or pallet jack.
- Process paperwork for product transfers between the Windsor facilities.
- Assist in receiving of shipments from vendors, while verifying correct part numbers and quantities received. Unpack and stock parts in correct bin locations.
- Assist in the maintenance of stock bins by assuring proper sizing, labeling and condition.
- Ensure personal safety and the safety of others by following OSHA mandated requirements; inform Warehouse Supervisor of any dangerous behaviors in the workplace.
- Operate in conformance with the requirements of the quality management system.
- Assist other employees both in and out of the department.
- Provide feedback on system needs/changes.
- Perform other related duties and assignments as required.

Performance Factors

All Diesel Forward employees shall exhibit the following:

1. **Attendance and dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
2. **Communication/listening:** The employee communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Listens to others and allows them to make their point.

3. **Relationships with others:** The employee works effectively and relates well with others including superiors, coworkers, and individuals inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
4. **Safety and security:** The employee actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
5. **Quality and continuous improvement:** The employee promotes organizational effectiveness by anticipating and dealing with problems. Encourages others to suggest improvements to work processes, and persistently focuses on quality, as well as on results. Seeks ways to improve productivity and effectiveness by identifying sources of mistakes and determining or suggesting a course of action to prevent their recurrence.
6. **Teamwork:** The employee is a team player who contributes valuable ideas, opinions and feedback. Communicates openly and honestly and can be counted on to fulfill commitments made to others.

Skills & Qualifications

High school diploma or equivalent. Forklift operator certification (training provided on-site if needed). Customer service oriented. Well organized. Detail oriented.

Must have the ability to lift up to fifty pounds on a regular basis and up to one hundred pounds occasionally.

Revision History

| Revision Level | Revision Date | Section #(s) | Description of Change |
|----------------|---------------|--------------|--|
| A | 7/19/02 | -- | Authored for ISO 9001:2000 compliance. |
| B | 8/15/02 | -- | Revised requirements, equip. used. |
| C | 3/3/04 | -- | Revise format for consistency. |
| D | 3/24/11 | -- | Revise job description. |
| E | 9/10/12 | -- | Updated company name. |
| F | 6/1/15 | -- | Updated job description with new template. |
| G | 11/16/17 | -- | Updated responsibilities. |