

# INVENTORY / STOCK SPECIALIST

The role of an inventory/stock specialist responsible for the reporting and management of physical and book value stock on hand.

## WHAT RESPONSIBILITIES WILL I HAVE?

- Ensure that stock figures received, either direct or by handling agents, are inputted into the system to ensure up-to-date stock on hand reconciliation processes (physical to book value)
- Ensure that appropriate checks are in place for the payment of storage and handling fees
- Overall responsibility for adhering to occupational health and safety standards and setting company policy in regard to the movement of inventory and management of stock
- Record inventory movement and assign associated value
- Work closely with logistics, warehouse and purchasing management
- Record raw material or commodity receivables and storage in a production/processing business
- Receive and process customer orders and complete necessary paperwork
- Communicate with logistics staff regarding known issues relating to the ability/inability to move or store stock
- Record raw material or commodity receivables and storage in a production/processing business
- Communicates relevant issues, activities and events to Production Manager
- Monitor the payment of storage and handling fees



## WHAT EDUCATION & TRAINING IS REQUIRED?

High school diploma required but an Associate's degree in agribusiness or supply chain management preferred

## THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, business and computer courses, mathematics

## TYPICAL EMPLOYERS

Any company that sells or distributes a product: alternative energy, seed, food production, chemical, agricultural retail, agricultural equipment manufacturing, and animal health companies

## FUTURE JOB MARKET/OUTLOOK



## SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- Association for Operations Management (APICS)

## AVERAGE ANNUAL FULL-TIME SALARY

\$48,000