TITLE: Inventory Control Administrator

REPORTS TO: Parts Manager

POSITION INFORMATION:

The Inventory Control Administrator assures proper control of the parts inventory and related administrative functions.

DUTIES AND RESPONSIBILITIES:

*(Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)*

E( ) M( ) Place daily parts orders.

E( ) M( ) Assist Parts Manager in processing weekly stock orders.

E( ) M( ) Ensure that unused ''foreign parts'' are returned to vendors.

E( ) M( ) Ensure that credits are received for returned parts.

E( ) M( ) Remove returned parts from inventory after credit is received.

E( ) M( ) Return cores in a timely manner and follow for receipt of credit.

E( ) M( ) Assist in annual parts returns.

E( ) M( ) Provide necessary information to the warranty department to allow prompt filing of parts warranties.

E( ) M( ) Match purchase orders and invoices, approve, and forward to accounting office.

E( ) M( ) File company copies of parts counter invoices.

E( ) M( ) Calculate weekly time cards and forward to the Office Manager each Thursday morning, or earlier as requested.

E( ) M( ) Assist Counter-people with check, insurance and credit card processing when available.

E( ) M( ) Update parts master files with tapes supplied by computer company.

E( ) M( ) Update parts prices for those parts without supplied tapes.

E( ) M( ) Run Trans-history report monthly to ensure hard-copy backup of parts inventory activity. Should be run the first week of the month for the previous month.

E( ) M( ) Run new counter-pads the first week of each month.

E( ) M( ) Assist in preparing for annual parts inventory.

E( ) M( ) Take messages for Parts Counter-people and Parts Manager when they are unable to answer the phone.

E( ) M( ) Serve as back-up for Parts Manager for inventory functions.

E( ) M( ) Keep parts office area clean.

QUALIFICATIONS:

Ability to read and comprehend instructions and information. One year of experience in a dealership position. Ability to interpret vendor catalogs. Ability to use parts department computer system and calculator. Ability to communicate well orally and in writing.

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WORKING CONDITIONS:

This position involves both sedentary and other work. For part of the shift, s/he will work at a desk in an office setting, doing paperwork and filing. For part of the shift, s/he will stand, stoop, kneel, crouch, and reach. Will lift and transport parts weighing up to 70 pounds several times during a shift. Will work on a Video Display Terminal. Will be exposed to noise, dust, exhaust fumes, and a variety of other hazardous and nonhazardous materials.

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NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

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Employee's Name Employee's Signature Date

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Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer