**Job Description**

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| **Title** | Cycle Counter |  | **Location** | 10 - Canada |
| **Department** | 411000 - OPS FL Demand Mgt Logistics |  | **Reporting To** | Cycle Count Coordinator |
| **Created Date** | June 9, 2016 |  | **Type of Hire** | Permanent Full-Time |
| **Revision Date** | Click here to enter a date. |  | **Job Category** | Non-Exempt |
| **Version** | V. 1.0 |  | **Direct Reports** | Yes  No |
|  |  |  |  |  |

**Primary Duties and Responsibilities**

* Monitoring and controlling inventory movements
* Maintain product and location identification
* Conducting daily cycle counts to ensure overall inventory accuracy, and warehouse / bin accuracy
* Reporting inventory variances
* Investigating and reconciling inventory discrepancies and performing root cause analysis
* Request approvals for inventory adjustments in a timely manner per company policy and procedures
* Perform inventory adjustments as required and make suggestions for improvements
* Identifying, quarantining if applicable, and reporting nonconforming material
* Initiate best practices and create inventory awareness
* Participate in administering yearend physical inventory count.
* Assist in maintaining cycle count program
* Assist in developing feasible strategies to achieve inventory accuracy goals
* Other duties as assigned

**Qualifications** *(indicate preferred or required)*

**Education:**

* High school education or equivalent required
* Courses in inventory management an asset

**Experience:**

* 2 years previous work experience in a similar role
* Forklift certification and experience operating a stand up forklift is an asset

**Knowledge, Skills & Abilities:**

* Strong working knowledge ERP systems (SAP preferred)
* Acute attention to detail
* Ability to problem solve
* Ability to lift up to 25kg
* Strong verbal and written communication skills
* Proficient computer skills, including Microsoft Word, Excel and Outlook required
* Ability to work independently and as a part of team

**Other Items (ie. travel):**

* n/a

**Direct Reports** (*List position titles of direct reports)*

* n/a

**Working Conditions** *(ie. lifting, standing for long periods)*

* Warehouse environment