



Job Description

Position: Inventory Control Specialist

Reporting: Reports directly to the Branch Operations Manager

Purpose: The Inventory Control Specialist position is responsible for maintaining accurate inventory levels, implementing and ensuring compliance with company policies regarding all inventory matters, initiating and supervising all daily, weekly and year-end inventory counts, and ensuring the accuracy of all orders received into inventory through vendors' purchases and store-to-store transfers.

Duties and Responsibilities:

- Preparing and maintaining all inventory records, report any discrepancies to Branch Manager.
- Facilitating and coordinating periodic full physical inventories, and execution of year-end inventory, as required
- Posting adjustments to inventory, Run Production daily.
- Working with Billing, AP, Sales, Warehouse and other personnel as necessary to investigate and maintain accurate inventory records
- Work on inventory issues (paperwork) and cycle counts
- Compiling and issuing inventory reports to management
- Prepare routine administrative paperwork
- Coordinates with other departments to ensure the accuracy of vendor invoices
- Coordinate with yard lead to ensure accuracy of inventory of stock transfers between warehouses

Required Experience:

- Must be skilled with Microsoft Office (Outlook, Excel, Word)
- Strong math and analytical skills
- Ability to reconcile stock counts to computer counts
- Strong problem-solving skills
- Maintain a high level of professionalism
- Ability to work with little supervision and direction
- Good people skills, ability to communicate well via email, telephone and in person
- Ability to determine and communicate inventory issues as well as recommend solutions
- May require lifting up to 50 lbs.

Required Education:

- Associate's degree (Preferred)
- 3-5 years inventory control experience
- Bilingual – English/Spanish (Preferred)
- Must possess strong oral and written communication skills
- Manage multiple tasks, and meet deadlines in a timely manner
- Must have strong work ethic and be dependable Detail-oriented, professional attitude

Working hours are Monday – Friday 8:00am-5pm (with a 1-hour lunch) and occasional weekend, if necessary.

About Barnsco:

Barnsco Texas, a member of the Kodiak Building Partners family, has been serving the concrete construction markets in Texas since 1984. We are a Texas-based company that offers rebar fabrication, full service post-tension, concrete construction supplies, and engineering services. Additionally, we provide equipment sales, rentals, and maintenance services.

At Barnsco Texas, our core values are at the heart of everything we do. We provide a unique environment that encourages individual growth and recognizes individual performance and hard work. Our management team is visible and accessible, ensuring effective communication. If you are seeking growth opportunities in a stable company, look no further than Barnsco Texas.

Please note that this job description does not imply that the listed duties are the only responsibilities of the employee(s) in this position. Employees will be expected to follow any other job-related instructions and perform any additional job-related duties as assigned by authorized personnel.

Barnsco Texas is an equal opportunity employer. We consider all candidates for employment, regardless of their race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.