

Inventory and Production Control Supervisor
Gorbel, Inc.
600 Fishers Run, Fishers, NY 14453

Send Resumes to Theresa Reed
Phone: 585-924-6200
Email: brebar@gorbel.com

GENERAL RESPONSIBILITIES:

Plans and directs activities involving the scheduling and release of production orders, the requisitioning of purchased materials and maintaining appropriate inventory levels. Develops and implements stocking strategies to insure cost effective flow of parts for production. Provides supervision of planners and schedulers.

SPECIFIC DUTIES:

- Supervises scheduling and planning functions to maintain customer orders.
- Develops and implements inventory control plans.
- Determines stocking strategies consistent with business volumes and stakeholder expectations.
- Oversees master planning of new product introductions.
- Maintains inventory adjustments, informs accounting, issues reports.
- Utilizes full Syteline capabilities.
- Audits and coordinates the correction of Syteline manufacturing transaction errors.
- Analyzes inventory levels and delivery problems, reconciles errors, and resolves problems.
- Coordinates activities with customer service, factory personnel, purchasing and other departments.
- Maintains adequate stock records and inventory control records.
- Supports cost reduction initiatives and Lean/process improvement activities across all departments of the organization.
- Performs miscellaneous studies and projects to insure control of raw materials and stock in the most economic fashion.

MINIMUM REQUIREMENTS:

- Bachelor's degree in Business, Materials Management, or related field.
- APICS certification.
- Five years experience in inventory control supervision/management.
- Knowledge of manufacturing processes in diverse production environments.
- Knowledge of Lean manufacturing principles.
- Knowledge of Microsoft Windows, Word, Excel, and other computer programs.
- Excellent oral and written communication skills.
- Interest and potential to become Materials Manager.
- Ability to move about factory and office areas.
- Ability to travel commercially