

Careers in the Supply Chain

INVENTORY AUDITOR

National Occupational Classification Code – 1474

Alternative Titles:

- inventory control clerk
- inventory planner
- procurement clerk
- purchasing clerk
- purchasing clerk assistant



Industry Description

Inventory Auditors process purchasing transactions and maintain inventories of materials, equipment and stock. They are employed by retail and wholesale establishments, manufacturing companies, government agencies and other establishments.

General Job Description

Inventory Auditors ensure the integrity and accuracy of the physical inventory on the bases of quantity, lot and item, and report in a timely fashion to the customer. They are responsible for auditing and correcting internal inventory issues and communicating recommended corrections to the inventory manager.

Job Functions

Inventory Auditors perform some or all of the following duties:

- Produce audits and provide customers with required reports.
- Investigate and resolve inventory discrepancies, such as over/short shipment, returns, and unknown products, based on physical counts and historical data.
- Audit, correct, track and report to supervisors all user errors via weekly report to identify opportunities for accuracy improvements.
- Maintain stock rotation and dispose of and account for outdated stock.
- Enter data for production scheduling, stock replenishment/relocation and inventory adjustments.
- Reconcile physical inventories with computer counts.

Physical Demands Analysis

- Good-to-excellent physical condition
- Manual dexterity
- Ability to get along well with others
- Good communications skills

Position Expectations

Essential Skills	
Reading Text	1
Document Use	2
Computation	1
Writing	1
Oral Communication	2
Thinking Skills	2
Working with Others	2
Computers	2
Continuous Learning	2

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = high

Salary Range

Visit Working in Canada, at <http://workingincanada.gc.ca/welcome.do?lang=en>, to get current information about this position, including salary information.

Pre-employment Skills

- Completion of secondary school is usually required.
- Courses in security education and/or experience preferred.
- Courses in production and inventory management and ability to operate a computerized inventory system may be required for inventory clerks.
- Exceptional communication skills required (verbal and written).
- Good organizational skills/abilities required in a fast-paced environment.

Find information about supply chain-related educational offerings across Canada in the CSCSC's education compendium, at <http://www.supplychaincanada.org/en/education-information>.

Career Levels/Years of Experience

Career Levels	Position	Average Experience	
		From	To
10	Site Manager	7 years	
9	Operations Manager	5 years +	
8	Cross Functional Training	4 years +	
7	Area/Department Manager	4 years +	
6	Manager Trainee	4 years	
5	Team Leader (Supervisor)	3 years	
4	Team Leader Trainee Roles	2 years	4 years
3	Cross Functional	1 year	3 years
2	Clerical	3 months	3 years +
1	Inventory Auditor	3 months	1 year+

References

- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>
- Essential Skills – <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml>