

Careers in the Supply Chain

INVENTORY CONTROL COORDINATOR

National Occupational Classification Code – 1474
Alternative Titles:

- inventory analyst, inventory clerk
- inventory control clerk
- inventory planner
- purchasing clerk
- purchasing clerk assistant



Industry Description

Inventory control coordinators process purchasing transactions and maintain inventories of materials, equipment and stock.

General Job Description

Inventory control coordinators perform all functions that pertain to replenishment of store inventory and maintenance of perpetual inventory for the store.

Job Functions

Inventory control coordinators perform some or all of the following duties:

- Perpetual – perform daily cycle counts, reporting any discrepancies to the manager, responsible for adjustments, and management of negative-on-hand and obsolete-product reports.
- Receiving – close all orders when receiving has been completed by the receiving associate and investigate/resolve short ships and overshops.
- Buying – ensure the store is at all times in stock of products, review the store on a daily basis and prepare replenishment orders, aid the retailer with promotional orders, enter all requirements for inventory into the system whether for replenishments or promotions, and maintain the inventory-control system in the store.
- Stockroom Organization – ensure that overstock is moved to selling area and dots are being maintained.
- Provide customer service.

Physical Demands Analysis

- Good-to-excellent physical condition
- Work normally requires a moderate level of physical effort in bending, squatting, crouching, climbing, kneeling, pushing/pulling, lifting, carrying, manual dexterity, and keyboarding
- Work normally requires a moderate level of mental effort in reading, communication (verbal and written), meeting deadlines, handling multiple demands and repetitive tasks amid distractions and interruptions
- Work normally requires a moderate level of visual effort in operating CRT/terminal and other office equipment

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.
- Two to three years of retail experience is desired.
- Excellent skills in communication and customer relations are essential.
- Ability to learn the business in order to anticipate customer and seasonal needs, and some supervisory skill is required.
- 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
8	Site Manager	7 years	
7	Operations Manager	5 years +	
6	Cross Functional Training	4 years +	
5	Area/Department Manager	4 years +	
4	Manager Trainee	4 years	
3	Team Leader (Supervisor)	3 years	
2	Team Leader Trainee Roles	2 years	4 years
1	Coordinator	1 year	3 years

References

- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx>
- Essential Skills – http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml