

JOIN OUR TEAM!

Inventory Specialist

Columbus, OH



Position Overview:

The Inventory Specialist will be responsible for overseeing inventory control, inspecting incoming and outgoing inventory, including returns, while maintaining accurate record keeping.

Sage's mission:
To make the world
more sustainable by
extending the life of
electronics.

Responsibilities:

- Works with management to develop and implement procedures for ensuring adequate inventory levels are present.
- Identifies and optimizes common inventory items.
- Comes up with ways to dispose of or sell obsolete items in inventory.
- Works with other team members including sales and shipping.
- Ensures that inventory counts are completed regularly and in a timely fashion.
- Completes quarterly consolidation of the entire inventory.
- Audits the facility's entire inventory on a regular basis and provides reports to management.
- Trains other employees in cycle counting and inventory control.
- Maintains inventory variance reporting.
- Instructs others on how and where to return items found with variances.
- Keeps returned goods area tidy and organized.
- Follows all existing company policies and procedures.
- Performs root cause data analysis for variances.
- Other duties as assigned by management.

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Required Qualifications:

- 3+ year of forklift experience
- Demonstrates the ability to quickly adapt to changing conditions and solve problems immediately.
- Shows the ability to work well under pressure.
- Possesses effective written and verbal communication skills; displays reading comprehension skills.
- Exhibits the ability to work well with others and maintain organization between cross-related departments.
- Displays the ability to multi-task and handle multiple issues at the same time.

Preferred Qualifications:

- High School diploma or G.E.D.
- Minimum of 3 year's warehouse and or inventory experience.
- Working knowledge of word processing, database, and spreadsheet software.
- Displays the ability to multi-task and handle multiple issues at the same time.

Join our mission-driven sustainability company!

Apply now at www.sage.se.com/careers



Who will love it here?

- People who are creative, committed, accountable
- People who are adaptable, who are comfortable with change
- Open people
- Positive people

We don't think you can be happy in life - or be a great employee - if you don't love your job.