

Job Description - Inventory Manager

Genesis Technologies is a national leader in Managed Print Services, working with mid-sized to Fortune 100 companies in improving their document output systems to boost their bottom line and achieve operational efficiency. Our growth and success for over 30 years has been closely tied to the relationships we have with our customers, as well as our long-tenured employees. Genesis Technologies is seeking a talented and dynamic individual to serve as our Inventory Manager, located in our Northbrook, IL office. For more information on our company, please visit www.genesistechnologies.com.

Position Overview

The Inventory Manager will be responsible for monitoring and reporting on our company's inventory levels, developing an inventory tracking system, and appropriately forecasting and ordering items on an ongoing basis. A successful Inventory Manager is someone who has outstanding record-keeping and analytical abilities so as to find trends and adjust procurement practices accordingly for our Field Service Team, forecasting appropriate quantities of stock to have on hand, and managing all warehouse inventory accordingly. This position requires excellent organization and attention to detail, as well as strong communication skills.

In this role, you'll:

- Procure parts for our Field Service Team and proactively replenish stock for the most commonly needed items
- Perform daily follow ups with parts vendors on order status inquiries and communicate updates accordingly
- Find alternative sourcing options in the event that our usual vendors cannot meet our deadlines
- Design and implement an inventory tracking system
- Analyze usage trends and adjust stock levels accordingly
- Appropriately forecast inventory levels so as to minimize stockouts and reduce inventory holding costs
- Publish a list monthly of stale inventory and research options for selling or repurposing those items

You will work hard, you will have fun, and you will enjoy:

- Regular business working hours from Monday through Friday, 40 hours per week
- A complete benefits package (paid time off, medical, dental, and life insurance, AD&D, short-and-long-term disability insurance, flex spending, and 401(k) with a company match)
- A great work environment with a team of people who enjoy working together!

To be successful in this role, the key qualifications are:

- Bachelor's degree, or equivalent experience
- Minimum of 2 years of inventory management
- Proven ability to accurately forecast and find trends within large amounts of data
- Strong aptitude in mathematics and statistics
- Excellent attention to detail and organizational skills
- Skillful problem-solving capabilities
- Software and reporting tools experience
- Proficiency in Microsoft Excel and Word
- Willingness to research and find alternative source options on an ongoing basis

Our investment doesn't stop with the customer; it carries over to our employees. We seek a long-term relationship to grow your career. Find out why Genesis Technologies again won the "[Chicago's Best and Brightest Companies to Work For](#)" award for the 10th time in 2021 and the "[Nation's Best and Brightest Companies to Work For](#)" award for the 4th time.

If interested and qualified, please email your completed application and resume to: careers@genesistechnologies.com