



## **Production, Inventory, Purchasing Controller**

### **JOB SUMMARY**

This position is responsible for using his or her knowledge of inventory management to control product quantity, production times, and minimums on hand. Production, Inventory, and Purchasing Controller will work closely with Production Department to maintain accurate product levels and forecasting appropriate lead times and scheduling. This position will also be responsible with working with production to purchase and maintain allotted inventory levels.

### **MANDATORY FUNCTIONS**

- Create processes and rules for Production Department to follow in order to control inventory levels.
- Create processes and rules for Production Department to maintain organized inventory locations for all products.
- Work with Glass Technology inventory software to create a streamlined inventory control system.
- Assist in Production Department as needed.
- Maintain accurate inventory levels for all GT products.
- Maintain accurate lead times for all GT products.
- Work with vendors to provide best pricing for products.
- Order products in a timely manner based on inventory levels.
- Receive all items efficiently and accurately, working with Production to stock all items.
- Communicate to Production about any lead time discrepancies or irregularities in ordered quantities, lead times, and vendor changes.
- Perform to the duties outlined by the Management.
- Work with all team members in a positive way.
- Always focusing on ways to improve processes and workflow
- Must always have a focus on producing and exceeding requirements in all work produced.
- Always assist in areas and capacities needed.
- Assist in any capacity Management needs outside of production, inventory, and purchasing.
- Communicate to Management for time off request following all guidelines in company handbook.

### **KNOWLEDGE AND TRAINING REQUIREMENTS**

- Have good inventory background with the ability to be trained or learn new processes
- Applicants must be able to work by the mandatory functions above.
- Knowledge of working within Excel, and Quickbooks.
- Proficient in communication with vendors, team members, and customer.
- Must be able to work with Microsoft Office Suite.
- Must be organized and enjoys working with people.

**OTHER INFORMATION**

- This Production, Inventory, and Purchasing Controller position is expected to be a good steward of Safety, Professionalism, Ethical and Moral behavior.
- Must be able to stand for extended periods of time.
- May be required to work extended hours.
- Performance to match job criteria.

**Receipt of Job Description**

I, \_\_\_\_\_, have reviewed this copy of my job description with my supervisor/manager and received a copy of it. I understand this document DOES NOT create an employment contract, either express or implied, between myself and Glass Technology Inc.. I understand my employment is at-will. Either party may terminate the employment relationship at any time with or without cause or prior notice.

In addition, I understand this job description may be amended at any time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date