



### Inventory Control Specialist

Biewer Wisconsin Sawmill is looking to add a Full time Inventory Control Specialist to our team in Prentice, WI. The position will be responsible for monitoring assigned inventory and perform cycle counting to ensure that all material is properly accounted for and report product damage / concerns to the manager via picture with a description of damage and product location.

Hours: Monday-Friday 7:00am-3:00pm

### Accountabilities

Primary responsibilities will include:

- Cycle count each finished inventory sub-location twice per month
- Cycle count WIP inventory (rough, green, rough dry) inventory once per week
- Account with the office manager to reconcile inventory based on physical counts, inventory adjustment approval from General Manager
- Ability to research tag history to determine root cause for inventory discrepancies and communicate the root cause effectively and efficiently to leadership
- Utilize scan gun and computer to perform job duties
- Able to navigate Lumber Track for adding/removing packs
- Verify stock ration (First In First Out)

### Qualifications

- Basic mathematical skills
- Language skills to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Work in varying weather conditions
- Use of PPE as required
- Strong communication and teamwork skills
- Ability to work without direct supervision

### Certifications, Education and Experience:

- High School Diploma/GED is required
- Must be able to understand and follow verbal and written instructions

### OUR BENEFITS

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