



Pepsi-Cola Bottling Company of Central Virginia

Inventory Control Specialist

Department: Warehouse

Work Schedule: Monday-Friday 2:00am-10:30am

Amount of Travel Required: 0%

Job Status: Full Time

Reports to: Warehouse Supervisor

POSITION SUMMARY

The Inventory Control Specialist is responsible for shipping, maintaining, and reconciling warehouse goods. May also provide assistance to the Warehouse Supervisor as needed for yearly audits.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Daily Inventory counts are completed accurately and timely
- Audit Inventory on a regular basis to provide reports to management
- Prepare daily updated, accurate reports to include Out of Stock Report, and Daily Case Sale Report
- Update inventory for incoming products from vendors and outgoing product going to other plants
- Conduct cycle count inventory process, to include spot counts, and month-end processes, to ensure accuracy and timely execution
- Maintain accurate and thorough records of all inventory and processes on a daily basis
- Develop and implement procedures for maintaining adequate inventory levels
- Initiate policy changes regarding inventory in the company
- Identify and optimize common inventory items
- Review and propose inventory adjustments as a result of variances to physical counts
- File claims with manufacturers or vendors when defective goods are found in the inventory
- Instruct and guide others on procedure for returning defective goods
- Notify management of shortages or other problems that could impact product availability
- Investigate problems in the inventory system and implement necessary improvements towards better business performance focused on customer satisfaction
- Assist in the organization and planning of the warehouse, moving, cleaning, and retagging of items as necessary
- Train staff in product dating and create procedures to eliminate loss
- Operate appropriate equipment including a forklift, pallet jack, and office machines
- Work closely with other departments such as Sales, Shipping, Purchasing, and other Warehouses on routine and complex inventory topics
- Contact Salespeople to get close dated product out of the warehouse and instruct others on proper procedures for locating and utilizing product inventory
- Maintain Warehouse in a safe, clean, and orderly manner
- PO receipt review and corrections
- Check drivers load sheets for any errors
- Effective communication skills required
- Adheres to all company policies, standards and procedures (e.g. OSHA, DOT and safety requirements, GMP, AIB and Pepsi standards, Federal/State/Local laws); wears all required personal protective equipment.
- Works assigned schedule, exhibits regular and predictable attendance and works overtime as required to meet workload demands. Performs other related duties as required.

PROJECTS/DUTIES

- Document and train on standard operating procedures for processes as needed
- Complete special projects which may include reorganization of a specific area or creation of a new process or procedure as guided by the Warehouse Supervisor

POSITION QUALIFICATIONS

Competency Statement(s)

- **Accountability-** Ability to complete assigned tasks with little oversight and is willing to accept responsibility.
- **Adaptability-** Ability to adapt to change in the workplace.
- **Communication Skills-** Ability to effectively communicate with others either individually or in a group setting using the spoken or written word.
- **Customer Oriented-** Ability to take care of the internal Customers' needs while following company policies and procedures.
- **Decision Making-** Ability to make critical decisions while following company policies and procedures.
- **Detail Oriented-** Ability to pay attention to the minute details of a project or task.
- **Diversity Oriented-** Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- **Ethics & Integrity-** Ability to be truthful and be seen as credible in the workplace.
- **Interpersonal Awareness-** Ability to get along well with a variety of personalities and individuals.
- **Problem Solving-** Ability to find a solution for or to deal proactively with work-related problems.
- **Safety Awareness-** Ability to identify and correct conditions that affect employee safety
- **Time Management-** Ability to utilize the available time to organize and complete work within given deadlines.
- **Working under Pressure-** Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education: High School Diploma / GED Preferred

Experience: Experience is preferred, but will train the right candidate.

Computer Skills: Moderate skills required

Certifications & Licenses: None

Other Requirements: Skill in: internal Customer service in a variety of settings. Ability to: work quickly, independently and efficiently without direct supervision; multi-task; solve problems; adapt to changing tasks and priorities; and; communicate effectively with other employees; relate to employees and develop good working relationships; other functions, skills and abilities may also apply.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; stand; walk; squat or kneel; bend; manually manipulate; reach outward and above shoulders; and climb. Job may also require working around equipment and machinery, exposure to varied temperatures, humidity, and wetness; working at heights, operations of foot controls or repetitive foot movement, and use of visual and auditory senses. With proper training and equipment the employee must safely and regularly lift/carry or push/pull up to 50 pounds.

Other Physical Requirements

- **Vision** (Near, Distance, Color, Peripheral, Depth)
- **Ability** to wear Personal Protective Equipment (PPE) – Safety Shoes

Work Environment

Must be able to work in all types of weather conditions and must be able to occasionally work in a loud environment.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

EEO Clause: Pepsi-Cola Bottling Company of Central Virginia provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender, age, national origin, citizenship status, marital status, physical or mental disability, genetic information, sexual orientation, past, present, or future membership in a United States Uniformed Service.

Employee Signature of Acknowledgement _____