

INVENTORY SPECIALIST

Job Title: Inventory Specialist
Location: 1900 Feather River Blvd.
Olivehurst, CA 95961
Phone: 530-237-1295
Position: Seasonal
Required Degree: High School or Equivalent

Description

Duties and Responsibilities

- Create Inventory tags for "Shelled processing", "Inshell processing", "Receiving" and enter input into Inventory system and spread sheets.
- Relive Inventory through processing and shipping.
- Ensure Inventory accuracy by grade, size, weight, and location.
- Create daily reports documenting Inventory.
- Organize / Control Inventory bins by variety, grade, size.

Qualifications

- Understanding of ShoEi Inventory systems.
- Knowledge of ShoEi processing/shipping requirements.
- Ability to understand complicated Inventory transactions.

Skills

- Good written and verbal skills
- Strong computer / math skills
- Good record / documentation skills