**Inventory Coordinator**

**Job Summary**

The Inventory Coordinator position at Teleco is a crucial role within our company. This role entails effectively managing inventory levels, coordinating with suppliers for timely delivery, and conducting regular audits to ensure accuracy. Additionally, the Inventory Coordinator is responsible for maintaining safety equipment inventory, organizing the warehouse, and overseeing truck and project inventory levels. The successful candidate will be highly organized, detail-oriented, and possess strong communication skills to collaborate with various departments. This position offers an opportunity to work in a supportive team environment and contributes to delivering outstanding customer experiences. You will report to the Director of Operations.

**Key Accountabilities/Major Job Functions:**

* Inventory Management:
  + Monitor inventory levels and ensure availability of necessary supplies, equipment, and materials.
  + Coordinate with suppliers to place orders and ensure timely delivery of inventory items.
  + Accurately receive, inspect, and record incoming shipments.
  + Conduct regular inventory audits to reconcile physical stock with system records.
  + Implement inventory control measures to minimize waste, loss, or theft.
  + Utilize our CRM software for accurate and efficient management of inventory
  + Ensure the proper utilization of the CRM software to maintain accurate records of inventory levels, orders and deliveries.
  + Regularly update and maintain the CRM software with relevant information and details.
* Safety Equipment:
  + Maintain an inventory of safety equipment, including personal protective equipment (PPE) and safety gear.
  + Regularly inspect safety equipment to ensure compliance with safety standards.
  + Order and restock safety equipment as needed to maintain required levels.
  + Coordinate with relevant departments to distribute safety equipment to employees.
* Warehouse Organization and Maintenance:
  + Ensure the cleanliness, organization, and safety of the warehouse area.
  + Develop and implement efficient inventory storage and retrieval systems.
  + Arrange inventory in a logical and accessible manner to facilitate easy identification and retrieval.
  + Regularly clean and maintain the warehouse, including disposing of waste, recycling, and general upkeep.
* Truck Inventory Management:
  + Collaborate with the team to ensure that trucks are stocked with the required inventory for each job.
  + Conduct regular checks to ensure proper inventory levels in company vehicles.
  + Coordinate with technicians and other staff to restock truck inventory as needed.
* Outside Lot Maintenance:
  + Maintain cleanliness and safety in the outside lot area, including the removal of garbage and debris.
  + Coordinate waste management and recycling efforts to maintain an environmentally friendly workplace.
* Admin Office Support
  + Back-up Service Coordinator and assist Account Managers with sourcing out products for clients.
* Physical Requirements:
* Lift and move inventory items weighing up to 10 pounds regularly.
* Climb ladders to access inventory stored in elevated areas.
* Ability to stand, walk, or bend for prolonged periods when handling and organizing inventory.
* Good physical condition to meet the demand of the role effectively.

**Additional Requirements / Qualifications:**

* Experience in inventory management or related roles.
* Strong organizational and time management skills with excellent attention to detail and accuracy.
* Ability to work both independently and collaboratively in a team environment.
* Familiarity with inventory management software and tools.
* Knowledge of safety protocols and regulations.
* Effective written and verbal communication skills.
* Acts as a valuable team member by providing information and support to management.
* Ability to communicate effectively with both technical and non-technical personnel.
* Possession of a personal vehicle and a valid driver's license.
* Ability to perform work while sitting, standing, or walking.
* Proficient understanding of words and ability to respond effectively.
* Constant operation of office productivity machinery, including computers, printers, photocopiers, and calculators.
* Demonstrates adaptability, analytical and assessment skills, good judgment, decision-making ability, dependability, reading comprehension, memorization, social skills, speaking, stress management, and writing skills.

**Performance Expectations / Job Objectives:**

* To provide superior customer service following the Teleco way.
* To master the skills and obtain the knowledge necessary to complete your work.
* To minimize mistakes and make efforts to learn from them in order to improve.
* To anticipate problems and suggest ways to improve efficiency.
* To work safely, not take risks and to report unsafe conditions.
* To wear the right equipment for the job and ask about any concerns regarding health and safety.

Job Type: Full-Time

Salary: $40,000 + / year