

## ***Inventory Control Specialist***

**Pacific American Fish Co., Inc is an innovative leader in its industry with more than 30 years of experience and proven record of success. At this family owned and operated organization, the corporate culture is one, which promotes professional growth, teamwork, and creativity. Based on the passion and dedication of its founder and associates, along with quality-centric product lines, PAFCO has consistently outperformed its competitors and has been growing steadily for the past two decades.**

**Location:** Vernon, CA

PAFCO is currently seeking dynamic, highly motivated, qualified candidates to join its team.

### **Job Summary**

This position requires a blend of skills and experience that are specifically focused on the inventory management of several hundred merchandise items. This position will be integral component of the Purchasing team by providing accurate details of on-hand inventory and inventory in-transit. The successful candidate will possess a proven track record of successful inventory control management in a fast-pace and growing environment.

### **Job Duties and Responsibilities**

Run a series of inventory reports on daily, weekly, or monthly basis.

Develop accurate, consistent, and enhancements to the inventory reporting structure.

Identify 'heavy' and 'low turn' inventory items and maintain communication reports for Purchasing and sales team.

Perform inventory adjustments (quantity and price variance analysis)

Validate received merchandise to description and package details from original purchase order.

Input product description information in current inventory system.

Assist with product selection.

Accurately maintain merchandising information and inventory turn performance.

Work in tandem with the entire Purchasing team and maintain flexible attitude supporting all stated objectives.

Maintenance and accountability for high levels of customer service (internal and external)

Perform in a manner consistent with company operating Principles.

### **Required Skills**

Possess strong verbal and written communication skills; demonstrated ability to organize vast amounts of data;

Demonstrate ability to multi-task several priorities and possess solid time management skills.

Capable of working the entire MS Office suite

Qualified Candidates, please forward resume to [mapena@pafco.net](mailto:mapena@pafco.net).

Note: This Summary should not be construed to be all inclusive lists of all responsibilities, skills, efforts, or working condition associated with a job. While the description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

We are proud to offer a robust benefits package which includes medical, dental, vision, life and disability insurance, vacation leave, and 401K with employer match. PAFCO is an Equal Opportunity/ Drug Free Employer