



Flowonix Medical Position Description

Date: 9/29/2020

Incumbent:

Position Title: Inventory Control Specialist

Reports to: Accounting Supervisor

Department: Finance

Location: Mt. Olive, NJ

Accountability Objective:

Process inventory transactions accurately and on-time; maintain accurate field and customer inventory records, track shipping, create and maintain inventory reports, adjust billing as required; interact via telephone, fax, email or in-person with Flowonix personnel including, but not limited to, US and or overseas direct and distributor sales force, physician and facility customers and vendors.

Essential Functions:

1. Manage and maintain accurate physical and system inventory records.
 2. Manage accurate system inventory records for approved vendors.
 3. Track prepaid components inventory.
 4. Receives, verifies and processes inventory movements and/or coordinates the distribution of products to the sales force. Provides information on product availability and order shipment status for all field inventory.
 5. Process inventory movements through the established procedures.
 6. Ensure that inventory is in appropriate bins to facilitate timely billing of customers.
 7. Work with Shipping Coordinator to ensure product is shipped accurately.
 8. Traces field shipments including tracking number.
 9. Update and maintain daily/monthly/quarterly inventory reports.
 10. Provide current inventory status when requested/required.
 11. Maintain records as required by Quality Systems.
 12. Ability to communicate clearly in writing or verbally.
 13. Other assignments as required by management.
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Decision-Making Authority:

Process inventory movements and requests information as necessary to create timely and accurate inventory reporting. Analyze and interpret inventory data.

Position Specifications:

1. **Knowledge/Educational Requirements**
 - Associates degree, or equivalent experience
 - 2-5 years inventory experience
 - Accounting degree or classes a plus

2. Skills and Abilities

- Excellent communication skills including verbal, written, and electronic communication
- Good organizational and problem-solving skills.
- Strong attention to detail, organizational and follow-up skills
- Good mathematical, record keeping and problem-solving skills
- General knowledge of finished goods distribution process and domestic/international shipping methods
- Proven high level of interpersonal and communication skills, including the ability to listen, resolve problems, deal with unresolved issues, delays and unexpected events
- Ability to work within a team as well as an individual contributor in a fast paced, changing environment.
- Multitasks, prioritizes and meets deadlines in a timely manner
- Microsoft Office experience Word and Excel
- Ability to learn and use corporate computer systems
- Salesforce and Microsoft Dynamics Navision experience a big plus!

3. Physical Demands/Work Environment

- Office-based responsibilities

Working Relationships:

1. Internal Contacts

- All personnel associated with field-based activities, Customer Care, Sales, Operations, Quality and R&D personnel

2. External Contacts

- Customers

Position Incumbent:

Print Name

Signature

Date

Supervisor:

Roy Richards

Print Name

Signature

Date

HR Department:

Joanne Ervey

Print Name

Signature

Date