

WASHINGTON MILLS

Job Opening: Inventory Control Coordinator

**Washington Mills Electro Minerals Corporation
1801 Buffalo Ave., PO Box 423, Niagara Falls, NY 14302
(716) 278-6600**

Company Description

Washington Mills is one of the largest producers of high quality abrasive and fused mineral products in the world. It has facilities throughout the U.S., Canada and Europe and serves a global customer base. Its principal business is the fusing of oxide and carbide minerals in electric arc and Acheson furnaces, as well as the grinding and classifying of the minerals into grains and powders. Established in 1868, Washington Mills continues a long history of excellence in serving raw materials to the abrasive, refractory, ceramic and industrial abrasive markets. We are seeking an energetic and experienced Inventory Control Coordinator for our Niagara Falls, N.Y. facility, well-situated between the U.S. and Canadian border.

Job Description

The Inventory Control Coordinator is accountable for maintaining an accurate status of the finished goods inventory. Using production tickets, inventory levels are adjusted daily to maintain an accurate accounting of all plant products in finished goods inventory. This role interacts continually with production scheduling and maintains a current, accurate analysis of products and quantities produced throughout the month. Shipping orders are prepared daily by interfacing with the order entry system and distributed to the shipping department, quality control labs for certification, if necessary, and others as required. The Inventory Control Coordinator maintains an accurate listing of bins numbers and the product in each bin. This position is required to continually monitor the amount and type of materials produced and shipped, as well as participates in the physical inventory of all products at the end of the year to confirm year-end inventory and provide an exact number for beginning inventory the following year. This position reports to the Plant Manager.

Essential Functions

- Responsible for maintenance of finished goods inventory information system
- Prepares lists of products to be packaged and shipped using the computerized inventory control system
- Adds and deletes from inventory control systems as required
- Prepares shipping orders
- Assists production control in tracking monthly production
- Maintains bin assignment
- Maintains records of consigned inventory
- Handles all NAFTA requests
- Re-enters returned merchandise, notifies Customer Service Representative (CSR) and creates credit for customer
- Creates all export documentation
- Creates customer Debits and Credits as instructed by the CSR
- Informs CSR when a backorder is issued
- Coordinates small package pickup – UPS, Fed Ex, DHL, etc.
- Fax, scan requested certifications to customers
- Prepares customer reconciliations and consignments
- Maintains accurate status of the finished goods inventory
- Monitors goods through the production and shipping process through the use of the computer system
- Maintains inventory control files
- Maintains the status of replenishment orders and production materials
- Participates in year-end physical inventory

Required Skills

- Requires minimum of an Associate's Degree and/or 3 years business experience
- Strong verbal and written skills

- Must be proficient in computer skills (Excel, Word, PowerPoint) and will be trained to learn various Company business systems to manage all areas of the job
- Good communication skills
- Ability to multi-task
- Must be able to sit, stand, bend, walk the plant facility, climb ladders, lift up to 25 lbs., on a daily basis
- Ability to work in a fast-changing environment with minimal supervision
- Team-oriented with good interpersonal skills

Compensation/Benefits

Washington Mills offers a comprehensive and competitive benefit package including:

- Paid at a rate commensurate with experience
- Medical and dental plans heavily subsidized by Company when working thirty hours or more
- Company paid life insurance
- 401(k) with an employer match and employer discretionary contribution at six months
- On-site parking
- Immediate paid vacation and holidays
- Family-friendly sick and personal leave

If interested, please send resume to: Washington Mills Electro Minerals Corp., HR Department, PO Box 423, Niagara Falls, NY 14302 or email to niagarafallsjobs@washingtonmills.com.

The above statement reflects the general details considered necessary to describe principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Washington Mills is an Equal Opportunity Employer committed to workforce diversity. M/F/D/V. Qualified minorities, women, individuals with disabilities, and veterans are strongly encouraged to apply.