



TITLE: Inventory Specialist

DEPARTMENT: Field Shop

JOB LOCATION: Hudson, NH

REPORTS TO: Field Shop Manager

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#### **POSITION OVERVIEW:**

The Inventory Specialist is responsible for daily receiving, storing, and managing of Game Creek Video's valuable inventory in its Field Shop. Under the direction of the Field Shop Manager, this individual will perform various inventory control activities, including accurate record management of incoming and outgoing products and supplies, to ensure proper inventory levels are successfully maintained across the fleet. Secondary responsibilities will include communicating directly and routinely with internal and external customers regarding inventory requests.

#### **5 KEY RESULTS THAT DEFINE SUCCESS IN THIS JOB:**

- Incoming shipments are properly received
- Organized inventory in Field Shop
- Accurate and timely recordkeeping in inventory systems
- Last-minute inventory requests are managed
- Thorough communication to staff

#### **KEY RESPONSIBILITIES:**

- Receive and unpack shipments; consolidate multiple items into self-contained, temporary kitting
- Verify part condition and quantity against Purchase Orders (POs) and Repair Orders (ROs)
- Maintain accurate daily records of parts received and shipments made
- Work within inventory system to ensure accuracy of all equipment barcodes
- Correctly deliver inventory requests to intended stakeholders
- Work with internal and external customers to ensure workflow information is accurate, timely, transparent, and solution-oriented
- Perform ongoing inventory control, including cycle counts, data entry, report generation, and reconciliation
- Manage inventory storage space to ensure sufficient room to store new product shipments
- Work with Purchasing to place inventory restock orders as needed

- Proactively communicate with management regarding inventory issues, including missing and damaged shipments
- Assist in development of policies and procedures to effectively manage and maintain the company's growing inventory supply
- Always maintain an orderly and clean parts area

**JOB REQUIREMENTS:**

- Basic understanding of inventory control procedures
- Meticulously organized and detail-oriented
- Ability to use active listening, initiative, and problem solving to complete assigned tasks
- Manage a fluctuating workload with competing priorities in a constant deadline driven environment
- Safety-minded always; ability to follow safety regulations and procedures in the field shop
- Self-motivated personality with exceptional attendance and punctuality
- Excellent customer service orientation with all colleagues, customers, and clients

**MINIMUM QUALIFICATIONS:**

- 2+ years of professional working experience; receiving or inventory background highly preferred
- Proficient keyboarding skills and working knowledge of computer systems, including spreadsheet software
- Ability to perform basic math calculations
- Ability to work off hours and weekends as needed
- Forklift experience highly preferred
- High school diploma
- COVID-19 vaccination unless reasonable accommodation is approved

**PHYSICAL JOB REQUIREMENTS:**

- Must be able to walk or stand up to 8 hours at a time
- Ability to bend, squat, kneel on both knees, and climb stairs frequently
- Ability to lift up to 50-75 lbs. frequently
- Ability to carry 50 lbs. a distance of 50 feet occasionally
- Ability to pinch (10 lbs.) and grip (50 lbs.) related broadcast equipment
- Must be able to maintain a position within a space 3.5 - 4 feet tall up to 1 minute occasionally
- Ability to horizontally transfer 40 lbs. on a push-pull cart up to 50 feet
- Ability to vertically transfer 50 lbs. on a push-pull system with upper extremities only from 4.5 – 6 feet
- Ability to ascend and descend a ladder

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