



UPSTATE

COIN & GOLD

Inventory Control Specialist

We are seeking an experienced Inventory Control Specialist to join our team! You will be an integral part of our Wholesale Department and essential to day-to-day operations. We are experiencing steady, sustainable growth year after year and are seeking only the best of the best to come grow with us!

Responsibilities:

- Maintain extremely detailed records of incoming and outgoing inventory throughout various stages of operation
- Conduct daily, weekly, and monthly cycle counts per schedule
- Distribute and receive products to/from all departments in a very precise and timely manner
- Oversee and evaluate stock rotation procedures
- Collaborate with existing procedures for Receiving, Processing, and Shipping divisions while maintaining strict inventory controls
- Report to Operations Manager
- Create an efficient space utilization plan
- Maintain adequate storage for warehouse and on-site inventory
- Forecast and order supplies for multiple departments
- May prepare inventory reports for management, Accounting, and Trading

Qualifications:

- Considerable inventory and audit experience
- Strong adherence to protocols and procedures
- Ability to discern minute differences between similar products
- Superior clerical skills
- Flexibility to adjust team's priorities quickly in fast-paced, changing environment
- Strong written and oral communication skills
- Inventory technology experience is a plus

- Associates Degree or higher

What We Offer:

- Competitive salary commensurate with experience
- Friendly, team-based colleagues
- Extensive training to build your product knowledge and industry awareness
- Full benefits package and 401K available
- Rewards for performance, innovation, and results

Resume should be sent to careers@upstatecoins.com.