The Whalen Company – Inventory Control Specialist –

Job Posting

The Whalen Company has an opening for an Inventory Control Specialist at its Easton, Maryland manufacturing plant location. This is an on-site position. This position reports to the Operations Manager. The Whalen Company is one of America's most innovative leaders in the commercial heating and air conditioning industry providing vertical stack fan coil units and water source heat pumps for applications across North America. We are located in Easton Maryland and sell to worldwide applications including hotels, condominiums, apartments, senior living facilities, office buildings, schools, and dormitories. Whalen is a subsidiary of VAST Industrial Corporation, located in Ontario, Canada. VAST owns various manufacturing companies and delivers high-value steel and manufacturing solutions to clients throughout North America and beyond.

Summary:

The Inventory Control Specialist position has the primary function of ensuring the accuracy of inventory and material allocation for The Whalen Company, allowing production to proceed on schedule and while minimizing or eliminating inventory shortages and outages thereby increasing shop and office productivity and efficiency.

Job duties include the following:

- Work with Shipping and Receiving team to verify accurate incoming material documentation (e.g. complete order receipt, partial shipment, bar coding all incoming parts, barcoding at final inventory location etc.).
- Complete work orders by adding material to Visual.
- Identify shortages of purchased or consignment inventory and advise Operations Team accordingly.
- Manage Inventory Adjustment sheet and identify BOM problems.
- Make inventory adjustments as needed and advise appropriate personnel.
- Manage year end physical inventory.
- Implement cycle counting program.
- Coordinate intra-plant material transfers.
- Verify Daily Unit Production.
- Monitor inventory being consumed for production.
- File claims with shipping companies when defective goods are found.
- Coordinate with the Warranty department when RMA's are returned to see if material is usable and if so, adjust into inventory.
- Follow all safety instructions, procedures and policies, verbal and written on each job assignment.
- Lift different parts or other items required in the performance of specific duties. The weight of these items could be up to 50 pounds.
- Other duties as assigned.

Job requirements include the following:

- A 2-year degree or equivalent work experience.
- Minimum of 3-years inventory control experience.
- Proficient computer skills including Excel and Visual.
- Excellent verbal and written communication skills.
- Must be organized and have the ability to multi-task in a fast-paced environment.

Employee Benefits Include:

- Weekly Pay
- Medical, Dental, Vision Insurance
- Company Paid Life & Disability Insurance
- 401(k)
- 10 Paid Holidays per year
- Company Paid Vacation & Sick Leave

Pay Range: 50-55k annualized salary

How to apply for this Whalen job:

Email Resume to Human Resources: hr@whalencompany.com

For more information, visit our website: www.whalencompany.com