

Inventory Control Analyst

Full Time / Prof Lead Level

Requisition ID: 1153

SUMMARY

The Inventory Control Analyst is responsible for the security and accountability of Inova's product inventory. This position works independently and under limited supervision to proactively monitor, measure and report inventory levels to ensure the systemic inventory matches the physical reality.

Executes replenishment strategies, conducts physical inventories and leads cycle counts. Analyzes and corrects cycle count discrepancies. Responsible for analyzing inventory processes and data and making systemic adjustments as needed. Assesses production and inventory capacity to maximize operations and minimize cost. Presents recommendations to management for changes with significant financial impact. Responsibilities include onsite and offsite locations. Ensures proactive communication to stakeholders throughout the organization.

Key Accountabilities

- Plans and executes inventory cycle counts (CC) and follows up with respective teams and individuals throughout the organization.
- Schedules and facilitates Inventory Reconciliation (IR), at both onsite and offsite locations.
- Monitors and reports results of CC and IR activities. Ensures all stakeholders receive information in an accurate and timely manner, both within Inova and throughout Werfen, as needed.
- Ensures accurate data entry of all CC & IR information into ERP systems.
- Performs full reconciliation of all discrepancies arising from CC, IR or live order issues.
- Recommends and assists in inventory risk assessments and control mitigation activities.
- Plans for and manages inventory reductions or expansions.
- Prepares reports and communicates recommendations to Management regarding suggested CC programs and IR requirements/requests.
- Prepares daily, weekly and monthly reporting of inventory metrics including performance and health measures as well as audit results.
- Maintains shared database for all managed CC / IR results.
- Analyzes, reviews, investigates and resolves cycle count and physical inventory variances.
- Performs audits of inventory processes and transactions to ensure the materials handling team is executing to written process documentation.
- Develops and implements process improvements to achieve company inventory goals.

- Properly completes all required documentation according to Quality Systems Regulations (QSRs).
- Ensures compliance with applicable Inova standard operating procedures (SOPs), ISO, FDA and other Quality Systems regulations, as well as applicable Environmental Health & Safety, Human Resources and other regulatory and administrative policies.
- Reflects Werfen and Inova values in the quality of work and in all working relationships.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Education, Experience, Skills and Knowledge

- Bachelor's degree in Accounting/Finance or other business-related field required.
- 5+ years of experience in inventory analysis, supply chain and/or logistics analysis required, preferably within a biotechnology manufacturing environment.
- APICS / CPIM certification preferred
- Strong proficiency in SAP, Excel and other Microsoft Office products required.
- Demonstrated success at analyzing and reconciling complex accounts required.
- Good written, verbal communication and collaborative skills required.
- Proven track record of working cross functionally in a collaborative environment.
- Warehouse / Shipping working knowledge preferred.