

## SUGAR CANE GROWERS COOPERATIVE OF FLORIDA

**POSITION TITLE:** ONE (1) INVENTORY CONTROL SUPERVISOR  
**DEPARTMENT:** AG WAREHOUSE, DEPT. 65  
**REPORTS TO:** SUPPLY CHAIN MANAGER  
**ANNUAL SALARY RANGE:** \$60,000 TO \$70,000  
**EMPLOYMENT STATUS:** YEAR ROUND

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### **GENERAL RESPONSIBILITIES:**

The Inventory Control Supervisor is responsible for the adequacy of inventories within the organizations distribution system as well as monitoring the productivity of their assigned team.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

The Inventory Control Supervisor should have a good understanding of warehousing procedures and a keen sense for attention to details. Responsible include:

- Follow service standards and complying with procedures, rules and regulations
- Maintaining a clean and safe working environment
- Responsible for the supervision, training, and development of the receiving and inventory control teams.
- Executes daily inventory analysis; identifies and resolves discrepancies and problems.
- Oversees stock item master, identifying incorrect descriptions and stock numbers.
- Locates items that may have incorrect locations or stock numbers to assist order processors.
- Communicates information as needed regarding new items, changes of location, counts, etc.
- Provide ownership and control of the sites repair parts storage and repair processes.
- Ensures milestones and goals are met.
- Ensures adherence to approved budget.
- Operates forklift as needed.

### **OTHER DUTIES MAY INCLUDE:**

Assigned other tasks from time to time by supervisor as deemed necessary.

### **EQUIPMENT / TOOLS USED:**

Forklifts, pallet jacks, and other tools deemed necessary for performance of duties.

**LICENSES REQUIRED:** Regular Class "E" Florida Driver's License; PIT Certification preferred

### **KNOWLEDGE, SKILLS AND ABILITIES:**

High school diploma (or GED). Must be able to understand computer systems with intermediate level skills. Microsoft Suites, CMMS, and ERP software systems familiarization preferred. Certification in inventory management practices strongly preferred. At least 1 year of demonstrated experience working with an ABC Warehouse and Inventory Control model. Must be able to receive verbal and written instructions, read and interpret blueprints, schematics, and manuals. Must be able to work in sitting, walking, standing, crawling and reaching positions and be able to frequently lift from 25 to 50 pounds and occasionally lift to 50 pounds.