

<b>Job Title:</b>	<b>Inventory Specialist</b>
<b>Position Type :</b>	<b>Full-time</b>
<b>Job Description</b>	
<p><b><u>Job Purpose</u></b></p> <p>Performs inventories of physical assets (e.g. furniture or technical equipment). The Inventory Specialist is responsible for identifying various types of assets, tagging the asset utilizing barcode technology, entering descriptive information about the asset into a hand held computer. The Inventory Specialist will then download the asset data from the handheld terminal into an inventory management system and perform a reconciliation of the data.</p> <p><b><u>Direct Supervision Received and Exercised</u></b></p> <p>Reports to Client Services Director.</p> <p><b><u>Duties</u></b></p> <ul style="list-style-type: none"> <li>• Review and approve project specs</li> <li>• Leads project kickoff meeting for small projects</li> <li>• Initiates contact with site-contact daily upon arrival at site and prior to leaving site</li> <li>• Provide daily status reports to Project Manager</li> <li>• Upload scan files daily</li> <li>• Cleans and scrubs data</li> <li>• Commits data</li> <li>• Submit weekly expense reports and receipts</li> <li>• Contributes to team effort by accomplishing related results, as needed</li> <li>• Other duties assigned by Asset Services management</li> </ul> <p><b><u>Skills/Qualifications</u></b></p> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>• Willingly travel 80% of the time</li> <li>• Willingly work in a variety of environments, including but not limited to offices, healthcare facilities, educational organizations, and manufacturing facilities; travel, as needed</li> <li>• Move across a variety of surfaces including tile, carpet, concrete, etc., to identify and scan barcode tags</li> <li>• Accurately enter data on handheld computers</li> <li>• Productively work, both, individually and within a team structure while establishing and maintaining effective working relationships</li> <li>• Represent Asset Services while interacting with Clients in a positive and professional manner</li> <li>• Familiarization/experience in medical equipment a plus</li> <li>• Operate a computer, use email and internet, efficiently; accurately enter and manage data by using proficient keyboard skills</li> <li>• Communicate clearly and concisely, both verbally and in writing; demonstrate active listening skills</li> </ul>	

- Think critically, use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; utilize good judgment in decision making
- Focus on detail and accuracy
- Employ exceptional customer service with a positive and professional manner
- Easily adapt to a variety of changes in projects or situations
- Protect organization's value by keeping information confidential
- Deal with a wide variety of people on various issues
- Promote oneself, and Asset Services, with a professional appearance and manner
- Properly and responsibly use corporate credit card
- Contribute, in any capacity, to the success of the company

**Advantages**

- Team atmosphere
- Travel opportunities
- Growth Potential

**Experience and Training Guidelines**

**Education and/or experience:**

Bachelor's degree in business, accounting or related field; relevant work experience in accounting or inventory; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities, which may include a high school diploma.

**License or Certification:**

Possession of a valid driver's license and proof of liability insurance.

**Working Conditions**

**Environmental Conditions:**

Office environment; exposure to computer screens; travel required.

When working in the field, projects may require working in medical environments, near manufacturing equipment, or outdoors, including rooftops.

**Physical Conditions:**

Essential and other important responsibilities and duties require maintaining physical condition necessary for walking, standing, and sitting for prolonged periods of time; may be required to push, lift, and/or carry light to moderate objects (50 lbs.), pull, bend, climb, crawl, kneel, reach overhead, and stoop; finger dexterity is essential.

Maintain mental capacity that permits making sound judgments regarding work and have regular attendance.

**Must also pass a post-offer drug screening, criminal background search, national sex offender search, and other appropriate testing and requirements.**