

**Job Title:** Inventory Supervisor

**Location:** Elon, NC

**Company:** WORD Rock Drills

**About Us:** WORD Rock Drills is a leading manufacturing company dedicated to producing high-quality products. We pride ourselves on our commitment to excellence and innovation in all aspects of our operations. WORD Rock Drills provides solutions to customers with drilling needs in the construction, solar and fencing industries.

**Position Overview:** We are seeking a detail-oriented and experienced Inventory Supervisor to join our team. The Inventory Supervisor will be responsible for overseeing all aspects of inventory management, including receiving, storing, and tracking inventory using Fishbowl inventory software. This role will also involve supervising the Shipping and Receiving Clerk to ensure smooth operations and efficient handling of incoming and outgoing shipments.

**Responsibilities:**

1. Manage inventory levels to ensure optimal stock levels are maintained while minimizing excess inventory.
2. Supervise the Shipping and Receiving Clerk, providing guidance and support to ensure timely and accurate processing of shipments.
3. Coordinate with other departments to forecast inventory needs and plan accordingly to meet production requirements.
4. Utilize Fishbowl inventory software to track inventory movements, conduct cycle counts, and generate reports as needed.
5. Implement and enforce inventory control procedures to prevent loss, damage, or theft of inventory items.
6. Train and develop staff on inventory management procedures and best practices.
7. Collaborate with purchasing and production teams to resolve inventory discrepancies and ensure accurate inventory records.
8. Continuously monitor inventory processes and identify areas for improvement to enhance efficiency and accuracy.
9. Ensure compliance with safety regulations and company policies regarding inventory handling and storage.
10. Perform other duties as assigned by management.

**Qualifications:**

1. Bachelor's degree in business administration, supply chain management, or related field preferred. In lieu of a Bachelor's degree an equivalent level of experience is acceptable.
2. Proven experience in inventory management, preferably in a manufacturing environment.
3. Familiarity with Fishbowl inventory software or similar inventory management systems.
4. Strong leadership skills with the ability to effectively supervise and motivate a team.
5. Excellent organizational and problem-solving abilities.

6. Detail-oriented with a focus on accuracy and precision.
7. Ability to multitask and prioritize tasks in a fast-paced environment.
8. Excellent communication and interpersonal skills.
9. Proficient in Microsoft Office Suite, particularly Excel.
10. Ability to lift and carry heavy objects and operate material handling equipment as needed.