



Thriving at PINE Instrument Company, requires embracing Pine's Vision of Success:

Lead with Compassion - Follow with Respect - Interact with Integrity - Labor with Diligence - Invest with Wisdom

JOB SUMMARY

The Inventory Control Specialist position is responsible for performing various administrative duties in the areas of Accounting and Inventory Control. This position reports to the Inventory Control Manager and is classified as part-time non-exempt hourly. The work schedule is Monday through Friday with limited flex time.

QUALIFICATIONS

- Bachelor's Degree from an accredited college or university in Accounting, Business, or related field
- Solid basic math skills and proficiency with numbers
- Proficient computer skills (Microsoft Excel, Internet, PICAM)
- Strong organization skills and attention to detail
- Ability to work collaboratively with all levels of the organization
- Excellent communication and interpersonal skills
- 5+ years of experience with accounting and inventory control

PREFERRED QUALIFICATIONS

- Experience working in accounting, materials control, and inventory management
- Understanding and application of accounting best practices and principles
- Understanding Pine part numbers, part usage, and applications for use

ESSENTIAL FUNCTIONS

The Inventory Control Specialist has the following general responsibilities:

- Ensure that Pine's inventory is:
 - Properly identified
 - Stored appropriately
 - Controls are established, communicated, and enforced
- Using current Pine technology to record inventory and assess efficiencies (current/future)
- Perform the cycle count process at 101 and 104 and resolve all discrepancies
- Forensically research as needed through PICAM and physical inventory

Other Duties

- Shipping, Receiving and stockroom support as needed
- Administrative support as needed
- Accounting support as needed

MENTAL DEMANDS typically required to perform the essential functions of this job.

- Concentration/attentiveness
- Read/listen and comprehend instructions/work orders
- Manage multiple projects/tasks
- Organize and prioritize
- High Level of record keeping
- Independent judgment and discretion; work prioritization
- Manage multiple projects/tasks
- Read, sort, check, count, and verify numbers



TOOLS AND EQUIPMENT *typically required to perform the essential functions of this job.*

- Motorized equipment - hand truck, vertical reciprocating conveyor (VRC), barcode scanner, smart cart
- Office equipment: fax machine, printer, telephone, computer

PHYSICAL DEMANDS *typically required to perform the essential functions of this job.*

CONSTANTLY INCURRED (more than 75% time on job)

- Ability to communicate orally
- Ability to use both hands
- Ability to use both legs
- Ability to stand
- Ability to walk
- Use of depth perception
- Use of near vision
- Use of color vision

FREQUENTLY INCURRED (25 – 75% time on job)

- Ability to lift up to 10 pounds
- Ability to carry up to 10 pounds
- Simple grasping

OCCASIONALLY INCURRED (up to 25% time on job)

- Ability to carry up to 35 pounds
- Ability to lift up to 35 pounds
- Ability to bend at the waist
- Ability to squat at the knee
- Ability to reach above shoulder
- Ability to kneel
- Ability to sit
- Ability to turn/twist
- Ability to push/pull
- Fine manipulation

WORKING CONDITIONS *under which the essential functions of this position are **typically** performed.*

FREQUENTLY INCURRED (25 – 75% time on job)

- Working a shift between 0600 and 1700 (part-time position is typically 4 to 5 hours per day)

OCCASIONALLY INCURRED (up to 25% time on job)

- Exposure to lead
- Work with ladders/scaffolding
- Work alone
- Work more than 20 hours in a workweek

PERSONAL PROTECTIVE EQUIPMENT *typically required to perform the essential functions of this job.*

CONSTANTLY INCURRED (more than 75% time on job)

- Safety glasses



Pine Instrument Company
101 Industrial Drive
Grove City, PA 16127

PH: 724.458.6391
FAX: 724.458.4648
pineinstrument.com

Note: Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.