

## **Inventory Control Supervisor**

The Palm Beach County Food Bank seeks an Inventory Control Supervisor who will be responsible for managing and reporting all inventory transactions for the Food Bank through the use of Primarius (P2). The successful candidate will maintain accurate inventory records including but not limited to, orders, picking lists, invoices, inventory adjustments, physical inventory and cycle counts, system upgrades, implementation, troubleshooting and user maintenance. The Inventory Control Supervisor will work in partnership with the Warehouse, Food Sourcing, Logistics, Programs, and Accounting within the food bank.

### **Responsibilities:**

- Supervise the daily work of the Inventory Control Assistant
- Ensures the daily preparation of the orders, picking list document, and invoicing
- Leads the monthly execution of the physical inventory count process
- Performs inventory cycle counts as needed to validate physical to perpetual records
- Audits physical inventory count process
- Identifies and optimizes inventory turns
- Manages the inventory system, maintenance, and software licenses
- Monitors security compliance in accordance with the Food Bank's standards, policies, and procedures
- Maintains knowledge of changing technology regarding Primarius (P2)
- Implements system upgrades and system training for staff
- Retains the Administrator role in Primarius
- Generates daily food distributions reports
- Ensures seamless daily distributions for the warehouse staff
- Generates and reports the monthly in-kind donations
- Key technical liaison with the P2 Developers
- Monitors and ensures the digital and original inventory files are kept safe
- Other duties as assigned

### **Experience and Qualifications:**

- Bachelor's degree or equivalent experience
- Minimum 3 to 5 years of food industry experience or comparable industry experience
- Experience with supervising, instructing, and leading others
- Experience with inventory control and accounting is mandatory
- Good negotiating skills and comprehensive experience dealing with other functions within an organization
- Good organizational and business administration skills, and attention to detail
- Strong analytical and excellent problem-solving skills
- Self-starter who can work independently and efficiently under minimal supervision
- Detail oriented with a high level of integrity and commitment to the food bank's cause and mission

Ability to think strategically and to resolve problems

Great customer service skills

Outstanding verbal and written communication skills including interpersonal communication

Ability to prioritize and plan work activities, uses time efficiently, and develops realistic action plans

Proficient with MS Word, Excel and PowerPoint

Preferably knowledgeable in P2 (Primarius)

Flexible, patient and easily adaptable to change

**Problem Solving** - ability to identify and resolve problems in a timely manner along with gathering and analyzing information skillfully

**Judgment** - ability to display willingness to make decisions, exhibit sound and accurate judgment, and make timely decisions

**Safety and Security** - ability to actively promote and personally observe safety and security procedures and use equipment and materials properly

### **Physical Requirements**

With or without reasonable accommodation, employees in this position must be able to stand, walk, talk and hear. The employee frequently is required to sit. Further details of established essential functions for this position will be addressed/discussed during the interview process.

The Palm Beach County Food Bank is an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status.

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