

**Inventory Control Coordinator**

Location: La Verne, CA

Job Summary

The Inventory Control Coordinator position maintains Sales inventory to ensure our products are ready when needed. Assists with inventory initiatives and sourcing from centralized inventory.

Principal Duties and Responsibilities

Source Centralized Inventory, follow up with sales and team members to complete orders.  
Return unused CI inventory and track late CI returns using the enterprise resource planning system.  
Maintain expiring warehouse inventory including ordering replacements, processing and returning expiring inventory.  
Run reports in expiring PSI, submit reasons for expirations to corporate and process returns.  
Coordinate with Sales to make sure surgery requisitions are submitted timely and accurately to ensure fulfillment and delivery of product.   
Uses Inventory systems such as SMS, ZSIS, DCS, Fed-ex programs to loan, receive, ship, issue and monitor inventory.   
Exchange and return expired products. Bill and restock inventory for surgical cases.   
Maintain inventory of surgical kits.   
Deliver/retrieve inventory including restock and emergency runs to the appropriate facility accurately and safely. Accepts ownership/responsibility for tasks and following directions closely.   
This is not an exhaustive list of duties or functions and may not necessarily comprise all of the "essential functions" for purposes of the ADA.

Expected Areas of Competence

Thorough knowledge of Microsoft Office, and inventory systems used by Zimmer.   
Ability to manipulate and analyze data to improve inventory mix.   
Organizational and time management skills are essential.   
Must maintain a high degree of professionalism during extreme time constraints.   
Demonstrated knowledge to identify Zimmer product by major product groupings and familiarity with product lines of other divisions.   
Must possess excellent telephone etiquette.   
Must be skilled in verbal and written communication techniques.

Education/Experience Requirements

HS Diploma or equivalent required. One to two years experience in a warehouse environment preferred.   
Must have valid driver’s license.   
Must have a clean driving record.   
Frequent lifting required.   
Must be able to lift up to 50 pounds.   
May require vendor credentialing.

**For more information contact Erin.fox@ADP.com**