



McBride Research Labs is one of the hair care industry's most innovative developers and providers of multicultural hair care products. Our successful *Design Essentials* brands are marketed and sold throughout the United States, Canada, South Africa and the Caribbean, and our reach is expanding. Salons and stylist rely daily on the Design Essentials brand products and services to meet the needs of the hair care industry.

Inventory Specialist:

Responsible for the day to day inventory levels and analysis of inventory throughout the production cycle of the company's products. Coordinate the daily flow of inventory into the plant with respect to production schedule, Purchasing, backorders, and spacing requirements. Plan, schedule, and coordinate the availability and movement of materials through the production cycle to develop or make the product. Pull or replenish inventory to satisfy production schedule and place material in staging area for pick up. Ensure shipment and delivery time schedules are maintained in receiving raw materials and packaging supplies. Investigate and correct inventory discrepancies. Work to perform periodic review of inventory stock, recording quantity, type and value of material on hand. Perform general tasks and completes routine assignments.

Essential Duties:

- Manage the day to day inventory operations according to production schedule and company guidelines.
- Communicate effectively with all levels of management related to inventory concerns and allocation
- Effectively forecast needs versus availability of raw materials and supplies based on production schedule
- Coordinate adequate levels of raw material and supplies to meet production schedules and demand
- Collaborate with Purchasing and Production planning to prioritize inventory requirements
- Maintain inventory cycle count and physical inventory programs
- Maintain quarterly physical inventory
- Counts and reconcile inventory
- Analyze, investigate and correct inventory discrepancies
- Assists in developing solutions to specific inventory problems
- Ensure the accurate and secure documentation of materials, processes and equipment
- Continuously review and evaluate the frequency of inventory in relationship to production needs
- Prepare weekly, quarterly, monthly reports to management
- Arrange, participates in, and implements, meetings and presentations to customers, vendors and management as needed.
- Manage relationships with external customers and contract manufacturers.
- Maintains and updates inventory system (Traverse)
- Travel quarterly to meet with contract vendors and access inventory

Required Experience, Skills, and Education:

- Must be at least 18 years old.
- Bachelor's Degree Required
- 5 to 7 years' experience in Inventory Control and/or Production Planning
- Software knowledge Microsoft Word, Microsoft Excel, Outlook
- Traverse software a plus
- Proven analytical skills
- Strong communication skills, written, verbal, phone etiquette
- Ability to effectively handle multiple tasks at one time, while meeting deadlines
- Strong interpersonal and leadership skills, the ability to deal with vendors and customers
- Must be organized, detail oriented and self-motivated individual
- Administrative ability including prioritizing job assignments
- Proven typing and data entry experience required
- Ability to use standard office equipment
- Ability to move around plant facility to coordinate work
- Full range of motion to move supplies