



Inventory Control Clerk

COMPANY DESCRIPTION

4iiii Innovations Inc. is a Canadian sports technology company based in Cochrane, Alberta. 4iiii Innovations Inc. is a team of engineers and athletes dedicated to improving personal performance through the development of superior training tools, including cycling power meters, heart rate monitors, and cycling trainers for the outdoor and indoor cycling and fitness markets. The company seeks to build not only the best and most accurate equipment but to do so at an affordable price so that every athlete can gain the benefits of better training. We're seeking an exceptional and dynamic individual with an entrepreneurial spirit to join our team as a **full-time Inventory Control Clerk** in Cochrane, Alberta.

4iiii Innovations offers a competitive salary, a group health benefit plan and a fun, athletic work culture.

RESPONSIBILITIES

The Inventory Control Clerk is responsible for managing the “ins and outs” of raw materials. Primary responsibilities include release scheduling of raw materials and components, ensuring adequate stock levels for production requirements, and working with the Production Supervisor to develop inventory management policies and procedures for ensuring the availability of necessary materials required to support the manufacturing process. This position will also work closely with Accounting to ensure accuracy of inventory transactions input into Acumatica. Other responsibilities include PCBA programming, and kitting materials for Alberta Factory and external factories.

JOB DUTIES

- Manage the receiving, handling, distribution and storage of all raw materials that come in and out of the raw materials storage space.
- Maintain strict control over raw material inventory levels.
- Assist the Production Supervisor with ensuring the availability of all necessary materials required to support the manufacturing process.
- Release scheduling of inbound raw materials and components to various departments.
- Advise the Senior Buyer where inventory levels are depleted or low.
- Utilize inventory control measures for incoming and outgoing orders.
- Program PCBA boards.
- Kit materials for Alberta Factory and external factories.
- Maintain and submit timely and accurate inventory control data into Acumatica and/or spreadsheets.
- Assist in organizing, conducting and maintaining accurate inventory counts of finished goods and raw materials.
- Identify discrepancies between raw materials inventory records and take appropriate action.
- Perform other duties as required.



QUALIFICATIONS

- High School Diploma, or equivalent.
- Working experience in a manufacturing environment is preferred.
- Exceptional oral and written communication skills to communicate effectively with many levels and departments within the company.
- A basic understanding of inventory management practices.
- Familiarity with an Enterprise Resource Planning (ERP) software, like Acumatica.
- Pre-existing knowledge of inventory control procedures, or a keenness to learn them.
- Experience using computerized barcode inventory systems.
- Proficient using Google Suite software programs and email.
- Basic mathematical skills.
- Able to work efficiently as a part of a team as well as independently.
- Excellent time management skills.
- Attention to detail.

If you would like to join us, please apply via Indeed with a cover letter and resume. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Visit www.4iiii.com for more information.