

Position: Inventory Expeditor**Location:** Sauk Rapids, MN**Division/Department:** Purchasing**Exemption Status:** Non-Exempt**Posting Date:** June 1, 2020**Position Summary**

The Inventory Expeditor contacts suppliers to ensure timely arrival of components and raw material to meet the needs of the Production Assembly Production Plan. Enters inventory orders into the system ensuring order accuracy.

Primary Responsibilities

- Coordinates delivery of inventory shipments to meet the requirements of the production schedule. Follows purchase order items from moment of order placement through delivery to Pinnacle shipping dock.
- Place purchase orders as directed by Purchasing Manager.
- Updates purchase orders in ERP system with order acknowledgement and expected delivery date information received from supplier communication.
- Report and resolve material availability issues such as shortages, late deliveries, damaged and/or non-conforming materials.
- Contacts suppliers regarding order status. Keeps suppliers accountable for delivery promises and problem resolution. Escalates problems to Purchasing Manager.
- Communicates late shipments, component shortfalls and delivery solutions to Production Assembly and Purchasing managers.
- Assist in reconciling invoices and receiving transaction discrepancies.
- Produces printed product manuals and instructions to meet the requirements of the production schedule.
- Calculates freight costs for inbound shipments and update item receipts with this information in NetSuite. Attain freight and lead time quotes from suppliers for drop ship orders.
- Daily data entry of metal fabrication work orders.
- Maintains relevant purchasing item information in ERP system such as supplier pricing, MOQ's and lead-time.
- Assists in coordinating the annual physical inventory process.
- Performs inventory adjustments and transactions in the ERP inventory system.
- Moves, records, and maintains organization of non-conforming materials. Ensures timely dispositioning of non-conforming materials for supplier credit.
- Submits supplier returns for credit or freight claims for damaged product.
- Works according to all set safety procedures.
- Performs other duties as assigned.

Qualifications and Skills

- High school or equivalent

- 1-2 years' previous experience in a supply chain position preferably in a warehouse/manufacturing environment.
- Excellent basic math skills
- Ability to analyze and solve problems based on review of the data
- Detail-oriented.
- Demonstrates strong organizational skills.
- Ability to communicate cross functionally. Good verbal and written communication skills.
- Ability to work well under pressure, time-constraints and shifting priorities.
- Working knowledge of ERP inventory systems (NetSuite experience a plus).
- Working knowledge of Microsoft Office: Excel, Word
- Ability to occasional lifting up to 50 pounds.

Compensation

- Competitive hourly rate compensation based on qualifications and experience
- Benefits include healthcare, dental, vision, 401K, PTO, life and disability insurance, etc.

Next Steps

If you are interested please email HR@pinnacleclimate.com with your current resume and "Inventory Control Coordinator" in the subject line.

About Us

Pinnacle Climate Technologies (PCT) invents, develops and manufactures heating and ventilation solutions through commercial, industrial, agricultural, DIY and other retail channels throughout the world. With manufacturing in North America and Asia, PCT serves a diverse customer base in over 25 countries, on every continent. With brands that include Master®, Schaefer®, Remington®, ProTemp®, Americ®, and STANLEY®, PCT is positioned as the global leader in industrial/construction heat, and portable ventilation products. For more information visit www.pinnacleclimate.com

Why Join Us

Our brands, both young and mature, now have 65 years of experience to draw upon as they optimize manufacturing efficiency, perfect distribution, and lead the industry. And with that, we're now able to innovate faster and more effectively deliver the highest-quality products to the marketplace. As a result, Pinnacle Climate Technologies is home to brands that are recognized worldwide for reliability, durability, and innovation. At Pinnacle—We make it possible.

Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, veteran status, national origin, or other legally protected classifications.