



JOB TITLE: Inventory Control Specialist
REPORTS TO: Warehouse Supervisor

LOCATION: Warrenton, VA
FLSA STATUS: Non-Exempt

JOB SNAPSHOT!

Pepsi-Cola of Warrenton, Virginia is searching for an **Inventory Control Specialist!** This hands-on role is responsible for shipping, maintaining, and reconciling warehouse goods. You may also provide assistance to the Warehouse Supervisor as needed for yearly audits.

- **This unique role works from 12 am to 8:30 am – so if you're a Night Owl – this role is for you!**
- **Hourly rate of pay is \$15.92**
- **Text *PEPSICVA* to 22100 for an immediate call back!**

WHAT WORKING FOR PCVA PROVIDES:

- Competitive pay
 - Comprehensive health and wellness benefits
 - Great PTO (Paid Time Off)
 - Company paid life and disability insurance
 - Tuition Reimbursement
 - 401(k) with employer match and profit sharing
 - Learning and development opportunities
 - Working with an essential company with stable employment
- And more . . .

A TYPICAL WEEK FOR OUR INVENTORY CONTROL SPECIALIST:

- Responsible for every aspect of inventory control including; keeping detailed records of any changes in inventory or production.
- Perform counts and ensure all inventory is accounted for and reported according to company policy.
- Manage cycle counts of products inventories on a regular basis.
- Checks date-sensitive products for expiration and facilitate removal or transfer of product as needed
- Interact with vendors to ensure shipments are scheduled properly for the products they have received and file claims when defective products are discovered.
- Responsible for ensuring company's inventory remains sufficient.
- Maintain inventory records accurate of any changes in inventory.
- Monitor delivery schedule and customer orders.
- Perform process and systems testing to track performance by area to locate and solve problems in data integrity, productivity, and efficiency.
- Investigate problems in the inventory system and implement necessary improvements towards better business performance focused on customer satisfaction

- Assist in the organization and planning of the warehouse, moving, cleaning, and retagging of items as necessary
- Train staff in product dating and create procedures to eliminate loss
- Contact Salespeople to get close dated product out of the warehouse and instruct others on proper procedures for locating and utilizing product inventory
- Works assigned schedule, exhibits regular and predictable attendance and works overtime as required to meet workload demands. Performs other related duties as required.
- Work closely with other departments such as Sales, Shipping, Purchasing, and other Warehouses on routine and complex inventory topics
- Complete special projects which may include reorganization of a specific area or creation of a new process or procedure as guided by the Warehouse Supervisor

WHAT YOUR BACKGROUND LOOKS LIKE:

- Experience is preferred, but we will training the right candidate!
- High School Diploma / GED Preferred
- Effective oral and written communication skills
- Ability to work independently and as part of a team in a fast paced environment.
- Excellent organizational skills
- Great communication and interpersonal abilities
- Easily able to work in all types of weather conditions and must be able to occasionally work in a loud environment.
- Once properly training with equipment, safely and regularly lift/carry or push/pull up to 50 pounds.
- Able to be on your feet all day and wear safety toed-shoes and other PPE

Family owned and operated for since 1908, Pepsi-Cola Bottling Company of Central Virginia is an Equal Opportunity Employer.