



2048 Mercer Road Lexington, Kentucky 40511-1071 USA • 859-233-4599 • www.audioauthority.com

Date: September 1, 2019

Re: Inventory Supervisor

At Audio Authority, we use our expertise in electronic design and manufacturing to create innovative products that solve problems and improve the lives of our customers, associates, and business partners. The size and culture of our company makes it a great place to grow professionally in a healthy environment that values the dignity of work. We are conducting a search for a talented, self-motivated person to join our team as Inventory Supervisor.

Desirable Qualities and Skills

- Lead and supervise Inventory Team, resolving problems, conducting training and setting schedules.
- Track, audit incoming inventory for accuracy. Label with correct part number and place in correct Bin location.
- Set up stock as in "last in first out" method.
- Monitor and ensure accuracy of all inventory transactions.
- Monitor all cycle count programs and ensure consistency and accuracy of inventory.
- Maintain records of all variances.
- Ensure accuracy and security of small "secure" cage.
- Keep up to date of daily shipping, work order release dates and assign priority for work order pulls.
- Ensure work orders released are correctly picked and pulled in a timely fashion.
- Stay current and act accordingly to Engineering Change Notices and actions being requested of you
- Make recommendations regarding non-usable, slow moving and excess stock. Must have problem solving skills.
- Confer and coordinates with Team Leader, Quality Control and our internal customers.
- Dedication to achieving Company goals and objectives.
- Must be flexible, dead line oriented and be able to time manage.
- Must keep area clean and organized.
- Must be familiar with computers.
- Be able to read and follow written and verbal instructions.

To apply, please contact:

Tom Lovich, President
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