

Inventory Analyst

Precision Marshall Steel – Washington, PA

Precision Marshall is accepting resumes for a Salaried Inventory Analyst. The core responsibilities of the position are to handle the day to day functions of ordering raw material and providing necessary information to internal customers and outside vendors. The position reports directly to the Senior Vice President and operates closely with production leaders and other members of executive management. This hands-on position will influence decisions and be the voice for internal customers.

Precision Marshall is a privately-owned leader in the tool steel industry and has always been headquartered in the Washington Pennsylvania area since it was founded in 1948. We proudly serve all markets in North America and have distribution locations in Chicago, California and Connecticut. At Precision Marshall people make the difference. For more information, please see our web-site at www.pmsteel.com

JOB SUMMARY: Handles the day to day functions of ordering raw material and providing necessary information to internal customers and outside vendors as well as prepares analysis for vendor selection and vendor feedback. The position reports directly to the Senior Vice President and operates closely with production leaders and other members of executive management. This hands-on position influences decisions and acts as a champion for our internal customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Executes daily operational activities for inventory procurement by using our integrated system
- Measures vendor performance including on-time delivery and order accuracy
- Leads the cycle counting process and updates all records accordingly
- Prepares and distributes management reports related to inventory values, levels and forecasts
- Communicates with outside vendors to update our internal system regarding delivery dates
- Communicates with other members of the team regarding the details of our incoming raw material
- Acts as a backup for some functions of the production support team

REQUIRED WORKING ATTRIBUTES

- 2-year degree or equivalent experience in procurement or cost or financial accounting
- Strong computer and software system skills – high proficiency in excel and word
- Strong written, verbal and non-verbal communication skills
- Strong analytical skills and can perform ad hoc analysis as required
- Strong relationship building skills with internal customers and outside vendors
- Strong aptitude for continuous improvement
- Strong analytical and problem-solving skills
- Strong code of business ethics, personal integrity, and accountability
- Ability to travel internationally and domestically – approximately 10% of the time
- Ability to work independently with minimal supervision and guidance
- Ability to be flexible to the ever-changing business environment
- Ability to effectively plan, organize and prioritize projects

DESIRED WORKING ATTRIBUTES

- 4-year degree in a business field that is calculation driven (accounting, finance, IT)
- 2-4 years in inventory procurement or cost accounting
- 2-4 years in a manufacturing environment in any capacity (salaried or hourly)
- 1-5 years of EPICOR software experience

WHAT WE OFFER

- A comprehensive compensation package that includes a competitive salary and comprehensive benefit package with excellent medical, dental, paid time off, retirement, paid holidays and free parking.
- A career opportunity with a local company that has been in business for almost 70 years.
- Potential for career advancement within the organization

Please apply with salary history and expectations to careers@pmsteel.com. Please note "Inventory Analyst" in the heading.

Precision Marshall Steel is an equal opportunity employer and consider qualified applicants for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

Applications can be obtained at 99 Berry Road, Washington, PA 15301 or on line at pmsteel.com. Completed applications can be returned to Precision Marshall or emailed to careers@pmsteel.com

WE WILL NOT ACCEPT PHONE INQUIRES



careers@pmsteel.com

Precision Marshall Steel Company

99 Berry Road

Washington, PA 15301

The Deluxe Company