



Overview:

Wanchese Fish Company, Inc. a large east coast seafood company has an opening for an Inventory Coordinator at its Suffolk location.

GENERAL DESCRIPTION: This position is responsible for daily operational support and performance of various tasks within the inventory department including the accurate and timely recording of inventory transactions to and from multiple processing facilities and warehouse storage facilities. Takes initiative to research and resolve discrepancies in both information and numbers. This will require strong reconciliation and problem solving skills. Exercises independent judgment within department defined procedures and practices to determine appropriate action. This position may require extended work hours during peak season. Position reports to the Production Supervisor.

Job Summary

The Inventory Coordinator will be responsible for providing daily operational support and performance of various tasks within the inventory department, including the accurate and timely recording of inventory transactions to and from multiple processing facilities and warehouse storage facilities. The ideal candidate will have strong reconciliation and problem solving skills along with the ability to exercise independent judgment within the department defined procedures and practices to determine appropriate action. Must be willing to take the initiative to research and resolve discrepancies in both information and numbers. This role may require extended work hours during peak season. Position reports to the Production Supervisor.

**This position is not limited to an office environment and requires time on the production floor.

Responsibilities and Duties

- Provides daily operational support and assistance to the members of the inventory department.

- Performs day-to-day tasks including but not limited to data entry, purchases and adjustments, receiving in inventory, and maintenance of the department's filing systems.
- Provide oversight of all company inventories.
- Takes initiative to research and analyze all inventory numbers and reconciliations to determine where and why discrepancies exist.
- Performs inventory sub-ledger reconciliations and various inventory and warehouse reconciliations.
- Other duties and projects as assigned.

Qualifications and Skills

- 3-5 years of related inventory accounting experience.
- Previous seafood industry exposure highly recommended.
- Requires independent judgment and the ability to problem solve and think critically.
- Strong math and analytical skills, advanced knowledge of Excel.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as an integral part of the accounting department.
- Some Accounting background preferred.
- Ability to work extended hours as needed.

Benefits

Wanchese Fish Company, Inc., is an equal-opportunity employer and offers competitive salaries and an excellent benefits package.

Send resume to: aspears@wanchese.com