

## **CAREER OPPORTUNITY: Inventory Control Specialist**

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Make an Impact! Discover Echo is a revolutionary company that has redesigned microscopy for the life sciences landscape. Our unique hybrid microscopes are used around the world by educators, scientists, and researchers for cutting-edge applications. With progressive design, we empower our users to change the way they view science. We love working with brilliant people to create, build, and promote the best products in our industry.

We are seeking an Inventory Control Specialist who will be responsible for maintaining accurate inventory levels relating to ECHO manufacturing operations.

### **ESSENTIAL FUNCTIONS:**

- Maintains and monitors inventory accuracy within the warehouse and manufacturing areas.
- Ensures inventory counts are conducted regularly and in a timely manner.
- Completes cycle count sheets and archives documentation per procedure.
- Implements procedures for ensuring that adequate inventory levels are present.
- Monitors current inventory levels; tracks orders and investigates problems.
- Reconciles actual stock counts to computer-generated ERP reports.
- Processes incoming inventory.
- Processes and documents returns as required following established procedures.
- Maintains warehouse organization and cleanliness.
- Works with other teams including production, procurement, and shipping.
- Picks and transacts material based on departmental needs.
- Supports operations and logistics as needed.
- Perform other work-related duties as assigned.

### **MINIMUM REQUIREMENTS:**

- High school diploma or equivalent plus minimum 1+ years of related experience.
- Proficient in the use of MS Office Suite and Google Workplace.
- Organized, precise, and detail oriented.
- Effective verbal/written communication.
- Ability to multi-task and be flexible with tasks and schedules.
- Ability to work independently in a team environment.

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

- Works in a warehouse/manufacturing environment with moderate to loud floor noise. Needs to move about the building and traverse ladders and stairs.
- Ability to lift up to 50 pounds, stand/walk continuously and perform physical tasks. Repetitive movement of hands, arms, and legs. Prolonged periods standing, sitting, bending, lifting, and kneeling. Prolonged periods of sitting at the computer terminal. Ability to use standard office equipment.

### **BONUS POINTS:**

- Have used microscopes and imaging software in the past

### **WHAT WE OFFER:**

- An opportunity to join a dynamic microscopy company that is making an impact on life science

research

- The opportunity to join an incredible team
- Medical, Dental, and Vision Insurance
- 401K with employer matching

Applicant must be legally authorized to work in the US and must not require present or future sponsorship.

Send your resume to: [jobs@discover-echo.com](mailto:jobs@discover-echo.com)

As an equal opportunity employer, we do more than accept difference. We celebrate diversity, we support employees from a wide range of backgrounds, and we benefit from the added creativity and richness that these differences bring to our offices and community. We pride ourselves on being a collaborative environment where everyone's talents and opinions contribute to the greater good and are always recognized.