



Job Description

Job Title: Inventory Control Coordinator

Department: Inventory Control/Warehouse

Reports To: VP Inventory Management and Distribution

FLSA Status: Non-Exempt:
8am – 5pm, Monday – Friday (40 hours per week)

Revision Date: January 21, 2019

Essential Duties and Responsibilities:

- Process billing as requested for certain accounts and/or special billings.
- Process Branch 52 print shop billings.
- Process HP 204D orders and scan the PO and delivery confirmation to final audit in DocRecord following being billed and attach in e-Auto accordingly.
- Assist in order staging as needed.
- Work open order reports with branches to clean up old sales orders.
- Receive delivery reports from branches and update sales order or equipment records in e-Auto to be delivered.
- Assist in customer record setup as well as item record setup in e-Auto as needed.
- Bill manufacturer support funds as needed by supervisor.
- Complete tasks as it pertains to warranty completion process for parts and ensuring support funds are being billed out accordingly and timely.
- Assist with HP demo claims and invoicing as filed and trade-ups.
- Manage large account customer set up
- Coordinates the transfer to fixed assets with supply consumption and set up posting with customer support to reflect correct profitability
- Various assignments and projects as assigned by management.

Qualifications:

Must have mathematical skills. Must be able to set deadlines, handle multiple tasks efficiently and complete duties independently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.