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## Job Opening: Inventory Coordinator

For over 30 years Apricot Designs, Inc. is an established manufacturer of Bio-Tech automated lab equipment located in the San Gabriel Valley. With offices in China and a network of distributors worldwide, we serve the lab automation needs of researchers, scientists, and lab professionals.

### Job Description

This position is for an Inventory Coordinator to manage the daily warehouse activities and supply chain. Primary objectives of the job are inventory control, preparing materials for production, coordinating the delivery and/or pickup of manufactured and retail parts. Flexibility, Adaptability, Organization, Planning, Time Management and Teamwork are must.

### Major Areas of Responsibility

- Organize and establish inventory control
- Ensure transactions are accurate
- Cycle counts
- Maintain item records, document necessary information and utilize reports to show inventory status
- Monitor stock levels and alert the management to replenish stock
- Manage items to be dispatched to the production department according to job orders
- Manage and handle items to be dispatched to the customer directly
- Receiving, counting and storing incoming items
- Maintain safe and clean work environment by keeping shelves and workstations neat

### Specific Qualifications of the Job

- Experience with Microsoft Office: Word, Excel, Outlook.
- Acumatica or related ERP system experience is a plus.
- Prior inventory & warehouse experience is preferred, procurement experience is a plus.
- Ability to coordinate and manage efficiently and effectively on multiple projects
- Able to lift up to 15 lbs on a regular basis and the ability to help move larger heavy items on occasion
- Detail oriented with strong analytical skills

**Designs that make sense**

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