

03/05/19

COMPANY: Micronesia Air Cargo

OPENING POSITIONS: 1-2 Analyst Positions (Part-Time or Full-time) PAID INTERNSHIP

DUTIES AND RESPONSIBILITIES:

- Data entry of BOMs and stock levels for aircraft parts into inventory management system
- Assist in performing physical inventory of warehouse items, documenting losses or misplaced items as necessary.
- Monitor the most used warehouse inventory for replacement needs.
- Reconcile physical inventory as necessary.
- Support the design, implementation, and maintenance of material flow within the facility.
- Ensure inventory accuracy goals are met by administering a cycle count program, including corrective actions for errors (i.e. BOM or routing errors, receiving errors, etc.)
- Coordinate activities and overall strategy with extended team at corporate office.
- Support purchasing, materials management, manufacturing, quality, cost accounting, customer service, and engineering, as the local Inventory control representative.
- Perform other duties and projects as assigned.

COMPETENCIES:

- Ability in counting inventory manually and with computer tools, calculate stock projections, and the impact of lost and damaged merchandise.
- Problem-solving skills – determining the causes of low or excess inventory levels and finding ways to improve efficiency requires strong problem-solving skills.
- Ability to understand inventory control systems

EDUCATION AND EXPERIENCE:

- Excellent verbal and written communication skills.
- Ability to work both independently and as part of a team.
- Working knowledge of MRP and MPS in an ERP environment desired.
- Must be proficient in Microsoft Word, Excel, and Outlook.
- MS Access experience a plus

Note, this will be a paid internship with the rates based on a mix of experience and willingness to work.

CONTACT:

Feel free to reach out to me at 787-8801 to discuss this opportunity in more detail.

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