

JOB TITLE: INVENTORY SPECIALIST
JOB LOCATION: NASA's KENNEDY SPACE CENTER, FL
JOB TYPE: REGULAR FULL TIME
JOB CLASSIFICATION: NON-EXEMPT
WHERE TO APPLY: imssfl.com

General Description of Responsibilities:

This is a non-supervisory position that reports directly to the Property Manager, and performs duties to maintain effective storage and distribution and accurate inventory management in accordance with contract requirements, established procedures and guidance.

Assignments require participation in test and development of MAXIMO Material and Supply Inventory module and support of the functional areas of Property Management (i.e. Acquisition, Receiving, Identification, Records, Movement, Storage, Physical Inventory, Reports, Utilization, Maintenance, Subcontract Control, and Contract Close-out).

Job Duties/Functions:

Maintain efficient Property Management System and Inventory Management System (IMS) by performing data entry, research and reports.

Identify, recommend and implement changes to improve utilization of the MAXIMO application and overall inventory processes.

Perform various activities to monitor and maintain efficient Property Management

System to include, but not limited to:

- Validate Purchase Orders against received property
- Process property receipts and record data electronically
- Unpack, inspect and count items to be stocked in storeroom
- Mark stocked items with identification tags or labels
- Create and maintain material records in the Material and Supply Inventory data base
- Maintain storeroom in clean, orderly and accessible manner
- Notify requestor of received orders ready for pickup or coordinate delivery
- Facilitate and record movement of property during receipt, storage and distribution
- Process material issue and disposal requests and update inventory record to reflect transactions

- Evaluate inventory Min/Max levels and coordinate Material Requests to maintain storage location inventory
- Identify and report misidentified or out of balance items
- Perform item and inventory record adjustments to reconcile property records
- Examine and inspect stocked items for expiration, wear or defects and report to supervisor
- Serves as alternate Key Custodian
- Perform routine file management
- Maintain an effective working relationship with internal/external customers
- Gather information from electronic and field data research to update and maintain material and supply database, support order requests, stocking and dispensing
- Perform other property duties as assigned

Education/Training:

High School Diploma

Working knowledge of Microsoft Office with emphasis in Excel

Strong data entry and records management

Active Driver's License

Knowledge/Skills/Abilities:

Property and Logistics (warehousing) experience preferred

Must have strong calculative and analytical skills

General computer skills and working knowledge of Microsoft Office

Capability to drive a standard vehicle or van

Able to lift and maneuver boxes

Must be detail oriented and have strong time management skills

Working knowledge of inventory management systems is preferred

Knowledge of Medical terminology is preferred

Working Conditions:

Must thrive in a team atmosphere and effectively work with all levels of employees. Work involves sitting and standing for prolonged periods of time. Requires bending, stooping and lifting up to 50 lbs. Good eye/hand coordination required.

Complies with all Company safety policies and site-specific safety procedures.

Participates in and supports the KEMCON safety program. Ensures safe operating conditions within area of responsibility. Identifies potential hazards, concerns, and safety incidents and reports to supervisory personnel.

IMSS is an Equal Opportunity Employer and Drug-Free Workplace