

**Tensor Corporation, LLC is currently seeking an Inventory Control Coordinator to work in its Morrow, Georgia (South Atlanta) manufacturing facility.**

***Position***

**Summary:**

Oversees the daily operation of the maintenance storeroom. Responsible for keeping accurate records, preventing stockouts, improving organization and facilitating maintenance processes.

**Responsibilities:**

- Responsible for the daily compliance of all plant, corporate, OSHA, EPA, safety, and housekeeping policies.
- Performs any combination of following tasks to compile records concerned with ordering, receiving, storing, issuing, checking, and shipping materials, supplies, and equipment.
- Compiles and data from sources, such as CMMS, purchase orders, invoices, requisitions, and accounting reports and writes, types, or enters information into computer to maintain inventory, purchasing, shipping, or other records.
- Keeps back order file in established sequence and releases back orders for issue.
- Compiles parts kits from a list and releases kit to maintenance once complete.
- Prepares requisitions, orders, or other documents for purchasing or requisitioning new or additional stock items. Contacts vendors to build quotes as needed.
- Compares nomenclature, stock numbers, authorized substitutes, and other listed information with catalogs, manuals, parts lists, and similar references to verify accuracy of requisitions and shipping orders.
- Maintains and improves organization of storeroom inventory.
- Coordinates part repair / rebuilds

**Education/Qualifications:**

- Minimum of a high school diploma or equivalent required, technical degree preferred.
- Working knowledge of mechanical parts and basic electrical components.
- Minimum of three years experience with an industrial mechanical setting.
- Fluent in computer database use, inventory management and fluent in Excel
- Working knowledge of Lean manufacturing principles.
- Ability to read technical drawings for part verification.
- Ability to safely lift heavy or bulky loads up to 50 lbs. as a part of daily routine.

**Success Characteristics:**

- Safety Conscious Approach
- Good attention to detail and problem solving skills.
- Productive / Efficient work ethic
- Teamwork skills and active program participation
- Self-motivated, requires little supervision
- Adherence to Tensar Core Values

This position is located in Morrow, Georgia. Pay is commensurate with skill set and experience. Tensar Corporation is an Equal Opportunity Employer and Drug-Free Workplace offering competitive compensation and an excellent benefits package that includes a 401(k) Plan.

***To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

Qualified candidates should submit their resumes to: [csodko@tensarcorp.com](mailto:csodko@tensarcorp.com)