



Inventory Control Specialist

JOB SUMMARY:

Reporting directly to the Quality Manager, the Inventory Control Specialist is a member of the QA/RA team and is responsible for maintaining accurate, detailed, current inventory for raw material, WIP and finished goods. The incumbent is expected to interact and communicate effectively with all departments, vendors, and any related contracting services. The role of the Inventory Control Specialist is to provide support to the Quality System by ensuring all of the products received and shipped meet the expectations for quality and that the Company maintains compliance with applicable regulatory requirements.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

- * Perform and document Incoming inspections on all received products
- * Fulfill customer orders of products, including taking customer orders, packaging, shipping, and tracking
- * General maintenance and upkeep of product Device History Records
- * Supply/parts ordering and inventory management
- * Assessment of returns and non compliant products (MRP)
- * Assist in the Manufacturing Department in the assembly of products.
- * Maintain all vendor/supplier files and perform vendor qualification of new vendors/suppliers.
- * Perform metrics on pre-identified objectives to ensure company goals are being met.
- * Any other duties as assigned by direct supervisor.

SUMMARY OF NONESSENTIAL JOB FUNCTIONS:

- * Answering telephones
- * Scanning, copying, and faxing documents
- * Handling public inquiries with a prompt and friendly manner

MINIMUM JOB REQUIREMENTS:

- * Education: Minimum Associates Degree and/or 3+ years experience in a high tech manufacturing environment
- * Knowledge/familiarity of FDA quality system regulations (21 CFR 820) and ISO 13485:2003 preferred
- * Excellent computer skills
- * Familiarity with MS Word, Excel, and Powerpoint required.
- * High attention to detail

Apply via email to: juanitag@pathsurg.com or fax resume to (615) 783-0554

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