



<b>Title:</b> Database/Inventory Specialist	<b>Date:</b> April, 2022
<b>Department:</b> Supply Chain	<b>Reports to:</b> Director of Supply Chain
<b>FLSA Status:</b> Non-Exempt	<b>Performance Review:</b> Annual
<b>Work Schedule:</b> 40 hours	<b>Job Status:</b> Full Time

**JOB SUMMARY**

The Database and Inventory Specialist works to maximize the ERP system capabilities to support business unit objectives. Specifically, the position will provide report development and modification utilizing Crystal Reports. The position will also include managing and monitoring of inventory via control methods, maintenance via transactions, cycle counts, etc. There will be opportunities for growth within the Supply Chain Dept.

**RESPONSIBILTIES**

- Create/modify reports or labels and alerts/notifications for ERP system
- Writes SQL statements to extract adhoc data from the ERP system as needed or requested by users
- Assists with the creation and monitoring of security profiles/settings for users in the ERP system
- Inventory support for all areas of the operation including machining, assembly and parts processing.
- Inventory updates for production meeting
- Inventory maintenance in the ERP system
- Shelf Life Audits/Inventory Cycle Counts

**REQUIREMENTS**

- Bachelor’s degree preferred or quantitative discipline
- SQL coding preferred
- Critical and Logical thinking preferred
- Inventory handling and understanding
- Ability to prioritize and mutlitask work
- Ability to communicate with all levels of the organization

**EDUCATION & EXPERIENCE**

- Bachelor’s degree in any of the following: Computer Science, Mathematics or Supply Chain
- 1+ years experience with coding or SQL writing
- Inventory control methodology
- ERP software exposure
- Experience working under ISO standards, prefer FDA regulation experience



<b>PHYSICAL DEMANDS</b>
<ul style="list-style-type: none"><li>• 70% of time sitting</li><li>• Exposure to the machine and assembly areas</li><li>• 30% Walking throughout the production facility</li></ul>
<b>GMI Guiding Principles</b>
Fosters a culture which aligns with the overall goals and values of the GMI Guiding Principles <ul style="list-style-type: none"><li>• Honest &amp; Ethical – Do the right thing; do things right</li><li>• Quality is not just a word, it's the way we do business</li><li>• Know your priorities</li><li>• Do what you said you were going to do</li><li>• Win &amp; lose as a team</li></ul>






**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This job description is designed to provide guidelines and direction for accomplishing company, departmental, and individual goals and objectives. It covers the essential responsibilities and activities involved in the effective execution of this position. It is not meant to be all-encompassing or all-inclusive. All job duties and responsibilities must be performed within the guidelines and Guiding Principles of the GMI as well as established policies and procedures.

I have read and understand the components for this position. I also understand that this document will be used as a baseline for my performance evaluations.

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Signature / Date

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Printed Name