

**OH WOW!® The Roger & Gloria Jones
Children's Center for Science & Technology**

Job Title: Inventory Control Specialist
Salary Range: \$15.00-\$20.00 per hour

FLSA: Non-Exempt
Effective Date: 03/29/2022

Occupational Summary

OH WOW!® is an immersive collision between ideation, innovation, and imagination to provide youth with and fun and engaging educational experience in the world of Science, Technology, Engineering, and Math. As part of our model, we house an array of materials to conduct our experiments, supply our maker spaces, and develop our STEM Student Activity Kits. Reporting to the Director of Visitor Services (DVS), this Specialist is responsible for a given unit of the Edutainment Department at OH WOW!®. This position will be responsible for maintaining the organizations inventory, ordering, and supplying while maintaining accurate records of all procurement. This position will be thoroughly committed to OH WOW!'s mission. In tandem with other staff, the Sr. EDUtainer will represent OH WOW!® in a courteous and efficient manner and always serve as an enthusiastic voice on behalf of OH WOW!®. This permanent, full-time member of OH WOW!®'s team will further the Center's mission by carrying out our stated goals and strategies.

Duties include but are not limited to:

- Maintains consistent stock of inventory, ordering new stock up to pre-authorized limit as inventory dwindles.
- Establishes and maintains backup source for high-demand items.
- Assesses inventory reports and order patterns to identify items in need of automatic, recurring delivery.
- Provides inventory reports to DVS.
- Develops and maintains good working relationships with vendors.
- Maintains accurate daily records of goods received and shipments made.
- Manages and maintains inventory system; facilitates upgrades to related database and/or software under the direction of the DVS.
- Conducts frequent spot and partial audits of physical inventory.
- Assists with periodic (at least annual) physical inventory audits.
- Performs other related duties as requested.

Required Skills/Abilities:

- Excellent communication skills with warehouse workers, purchasing department, and outside vendors.
- Basic understanding of inventory control procedures.
- Proficient computer skills.
- Extremely organized and able to work with minimum supervision.
- Ability to develop professional relationships with outside vendors.
- Ability to perform basic math calculations.

Education and Experience:

- High school diploma or equivalent required.
- Experience with computerized inventory systems required.
- Forklift operator certification preferred.

OH WOW! is an equal opportunity employer.