



We are seeking a detail-oriented and organized Inventory Coordinator to join our team. As an Inventory Coordinator, you will be responsible for fleet coordination, maintaining accurate records, correctly entering inventory and purchasing-specific data into our system, and ensuring a timely transfer of records from suppliers/vendors to the Inventory Department. Your role will play a crucial part in ensuring smooth operations and customer satisfaction.

Responsibilities:

- Accurately input data from documents into computer systems, ensuring information is entered promptly and correctly.
- Serve as point of contact for inventory requests.
- Monitor inventory levels and reconcile any discrepancies: perform location, charge, and count adjustments of internal inventory.
- Generate usage reports to determine inventory consumption rates.
- Assist with annual physical inventory counts.
- Process requisitions: submit requests for Purchase Orders, PO tracking, and receive goods into the system.
- Communicate internally on PO status and delivery
- Coordinate with suppliers and internal teams to ensure timely delivery of inventory.
- Conduct regular audits to verify inventory accuracy and identify any issues.
- Generate reports and analyze data to optimize inventory levels and reduce costs.
- Provide support with inventory-related projects and initiatives as needed.
- Schedule vehicle maintenance and update maintenance records.
- Maintain and manage vehicle tracking system.

Requirements:

- High School Diploma or equivalent, required
- 2+ years of data-entry experience
- Ability to lift up to 25 lbs independently
- Valid driver's license and a good driving record

All West Fiber is an Equal Opportunity Employer

As an **Equal Opportunity Employer**, it is our policy to provide and promote equal employment opportunity to all employees and applicants in accordance with local, state and federal laws and regulations governing personnel activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, veteran status, national origin, sexual orientation or gender identity. In that same vein, All West Fiber administers all employment practices in a nondiscriminatory manner.

All West is a drug free workplace, conducting pre-employment and random drug testing.