



**Title:** Inventory Management Analyst  
**Employment:** Full Time  
**Location:** Mason, MI

#### General Duties

- Responsible for conducting annual inventory audits for all North American sites
- Responsible for maintaining and updating inventory systems data
- Conduct, process, and analyze cycle counts
- Preparing and maintaining inventory reports
- Work with National Maintenance Facility and Procurement to ensure inventory levels support scheduled maintenance events
- Assist in inventory training to maintain compliance with processes and policies to ensure inventory accuracy.
- Assist in inventory related projects as determined by management
- Researching and developing ways to improve inventory management processes
- Work with sites to organize inventory in a manner that is both efficient, effective, and adheres to the EDL standard
- Raise requisitions as required.
- Ship required inventory parts to site as determined by management

#### Qualifications and Experience

##### Required

- Bachelor's Degree in Business, Supply Chain, or related field
- Ability to solve complex issues and problems
- Ability to travel frequently and internationally
- Excellent Microsoft Excel skills
- Excellent verbal and written communication skills
- Ability to work independently
- Excellent organization skills
- Demonstrated understanding of the concept of inventory management and ERP systems

##### Desired

- Experience with equipment used in gas fuelled Electrical Generation, Renewable Natural Gas, and Turbine operations.
- Experience in working as part of a global team