



F.W. WEBB COMPANY

Job Posting

Position Title: Inventory Control Clerk

Location: Londonderry, NH

Reports To: Operations Manager

Pay Range: \$22.00 - \$27.00 per hour

Responsibilities:

- Maintain inventory cycle count and physical inventory of the facility
- Perform continuous physical cycle counts, stock checks, and manual stock re-location daily
- Researches and resolves all inventory discrepancies
- Trace history of items to determine root cause of discrepancies
- Compile, verify, and report periodic statistical information to management
- Ensure compliance to inventory processes and procedures

Qualifications:

- Strong Microsoft Excel skills highly preferred
- Strong communication and customer service skills preferred
- Ability to multi-task and work in a fast-paced environment
- Experience working with WMS system is a plus!