



Job Opportunity

Inventory Control Specialist

We're looking for a detail-oriented Inventory Control Specialist to help manage and maintain our product inventory. This role is hands-on and works closely with our warehouse, purchasing, and production teams.

What You'll Do:

- Track and maintain inventory levels
- Perform daily cycle counts and bin checks
- Handle customer returns and vendor credits
- Adjust inventory for damages, defects, and quality issues
- Support warehouse and production teams with inventory needs
- Keep bin locations and labels up to date in our system (Agility)
- Organize warehouse layout and help improve inventory processes
- Back up the Purchasing Manager when needed
- Other assigned duties

What We're Looking For:

- 3+ years of inventory control/warehouse experience
- Forklift certification (or willing to get certified)
- Strong attention to detail and organizational skills
- Comfortable using Microsoft Excel (basic) and inventory software (Agility a plus)
- Good communication skills, positive attitude, and strong in relationship building

Work Environment:

- Active, warehouse-based role
- Must be able to lift up to 50 lbs
- On your feet most of the day
- Fast-paced and loud at times

Pay Range:

\$20.00-28.00 per hour based on qualifications

About

Over the last 28 years, Heritage Millwork has grown and adapted with the industry, but one thing that's stayed the same is our commitment to quality, strong values, and taking care of both our customers and our team. This role plays a key part in keeping our operation running smoothly, ensuring inventory is accurate and products are where they need to be.

HMI offers a comprehensive benefit package, including medical, dental, HRA, HSA, paid short-term disability and life insurance, long-term disability insurance, employee assistance plan, 401(k) with match, PTO and paid holidays.