

# UNIVERSAL STEEL PRODUCTS, INC.

222 Bridge Plaza South, Suite 530, Fort Lee, NJ 07024  
www.universal-steel.com

Tel: (201)731-3551  
Fax: (973) 741-6888



**Job Title:** Inventory Reporting Specialist

## **Responsibility Areas:**

- Analyzing, manipulating, and designing excel tables.
- Data entry, analysis, reporting, and submissions.
- Inventory data management
- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Verify and audit inventory and adjustments and claims
- Identifies and optimizes common inventory items.
- Comes up with ways to dispose of or sell obsolete items in the inventory.
- Reconcile and ensures that inventory counts are completed regularly and in a timely manner
- Works with other teams including sales, shipping and purchasing.
- Trains other employees in cycle counting and inventory control.
- Files claims with manufacturers or sellers when defective goods are found in the inventory.
- Instructs others on how and where to return defective goods.

## **Minimum Qualifications:**

- Proven ability to manage projects in an efficient work environment, which demand high work accuracy.
- Quantitative analytical skills
- Team player skills
- Bachelor's degree or higher.
- A methodical approach to problem-solving.
- Willingness and the ability to continually learn the technology and business.
- Ability to work independently in a highly visible, fast paced environment.
- Outstanding verbal and written communication skills
- Extensive knowledge and experience with spread sheet such as Excel and Google Sheets.
- Understanding of DB and query language.

## **Preferred Qualifications:**

- Bilingual in English/Korean
- Experience with Google Sheets is a plus
- Proficient in Microsoft Office
- 1-2 years of professional experience.

We offer our employees a competitive salary and comprehensive benefits package including a Pension plan, health insurance including dental and vision, gym reimbursement, daily lunch, and more.

We are always looking for individuals with the talent and skills required to contribute to our continued growth and success.

**Work Hours:** Full-time (Monday – Friday: 8:30AM – 5:30PM)

## **Apply To:**

Send your resume to [hr@universal-steel.com](mailto:hr@universal-steel.com)