

## Inventory Control Specialist

Biewer Sawmill, Inc. in Winona is looking for a full-time Inventory Control Specialist to join our team in Winona, MS. This position will monitor assigned inventory, and perform cycle counting to ensure that all material is properly accounted for. They will report product damage/concerns to the manager with a photo and description of the damage.

**Monday-Friday 8:00 am - 4:00 pm**

***(Possible overtime depending upon tasks and Sawmill Operations)***

### Accountabilities:

**Primary responsibilities will include:**

- Cycle Count each finished inventory sub-location twice per month.
- Inventory once per week (usually on Fridays or when production is not running).
- Account with the office manager to reconcile inventory regarding physical counts, and receive inventory adjustment approval from the General Manager.
- Ability to research tag history to determine the root cause for inventory discrepancies, utilizing scan guns and computers.
- Able to navigate our system interface for adding/removing packs while verifying stock rotation.

### Qualifications:

- High school diploma or equivalent.
- 90% working outside, 10% in the office working with the Office Manager.
- Ability to work without direct supervision.
- Basic mathematical skills.
- Being able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

### ABOUT BIEWER

Biewer Lumber provides its customers with the highest quality lumber, superior service, and exceptional reliability. Our five fully automated sawmills, producing both SPF & SYP, are equipped with state-of-the-art technology. The Biewer family of companies also includes three treating and distribution facilities, two manufacturing plants, and a full-service logistics company. As a fourth-generation family owned company, Biewer holds the highest standards for its products, processes, and people.

### BENEFITS

Medical, Dental, Vision  
401(k) Match  
Paid Time Off & Paid Holidays  
Life/AD&D Insurance  
Flexible Spending Accounts  
Optional Short & Long-term Disability  
Optional Accident Insurance  
Employee Assistance Program (EAP)

### CONTINUOUS IMPROVEMENT

“Safety First” Manufacturing Operations  
Safety Committees & Employee Involvement  
Employee Engagement Surveys  
Ongoing Communication & Feedback  
Leadership Development  
Sound Forestry Practices  
Equipment & Operating Upgrades

### PERKS

Team Oriented  
Employee Appreciation Events  
Collaborative Atmosphere  
Tuition Assistance



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