



Our Precision, Your Advantage

This document is used to provide a basic description of essential duties and other work elements.

JOB POSTING

Job Title: Inventory Analyst

Location: Distribution Center in Greenwood

KYB Americas Corporation, a subsidiary of one of the world's largest manufacturers of shocks, struts, and hydraulic components, and a global leader in ride control technology for both OEM and Auto Care (Aftermarket) industries, is growing and we're seeking an Inventory Analyst to join our team!

If you are interested in a growing, fast-paced, collaborative company with lots of opportunity and a company who understands the importance of work / life balance, KYB Americas Corporation is the place for you!

Purpose of Position/Summary:

The Inventory Analyst will focus on pinpointing items that need to be counted in the Warehouse, assist in IT hardware and software support, which includes equipment maintenance, coordinating repairs and software updates. Additionally, this position will administer the cycle counting program, update procedures, and research process improvements.

Essential Duties/Responsibilities:

- Administer cycle counting program, identify items to be counted, set up counts, research discrepancies, log for JSOX, and update counts;
- Assist Director of Technology & Supply Chain with annual physical inventory activities;
- Work with operations and procurement to expedite backordered products, track, and report issues that are causing the outages;
- Analyze customer sales data to find trends to reduce shortage and overstock incidents;
- Assist in S2K, Redwood, and Phocas testing, setup, implementation, and training;
- Review operational procedures with the Department Manager. Insure the most current document is stored in the Procedures shared drive folder;
- Review Office and Warehouse work flow and procedures to suggest improvements;
- Maintain Greenwood office equipment and process Windows and other software updates;
- Assist with hardware setup (scanners, phones, copiers, etc.);
- Assist with PC user support;
- Supply JSOX documentation to IA;
- Other duties assigned by immediate Supervisor or Manager on an as needed basis.

Job Requirements:

Bachelor of Science degree in Business or related field is required from an accredited institution. 3-5 years of relevant experience may be substituted for a college degree. Excellent communication, both written and verbal, skills required. This position requires proficient computer abilities including, but not limited to, Microsoft Office products. This position requires the ability to be people-oriented, a team player, detail oriented, customer focused, enthusiastic, assertive, and perform duties with integrity. This position requires strong organizational and project management skills.

ABOUT US:

KYB Corporation produces a variety of ride control, hydraulic, and electronic products for use as original equipment and replacement parts in automobiles, motorcycles, trucks, specialty vehicles, buses, aircraft, railroad cars, industrial applications, agricultural applications, and civil engineering projects. Our global headquarters are located in Tokyo, Japan, and we have facilities in Asia, the United States, Central and South Americas, and Europe.

KYB Americas Corporation Automotive Aftermarket is headquartered in Greenwood, IN. We are responsible for sales and distribution of KYB Automotive Aftermarket Components in Canada and the USA.

Website: <http://www.kyb.com>

Company Size: 501-1000 employees

*****NO AGENCIES PLEASE*****

KYB Americas Corporation is an Equal Opportunity Employer