

## Job Description

**Title:** Inventory Coordinator  
**Onsite Location:** Offsite Warehouse – Atlanta, GA 30336  
**Reports to:** Warehouse Supervisor

### Purpose:

Sto Corp. (Sto), a global innovation leader of building enclosure systems and high-performance facades coatings, is seeking an experienced **Inventory Coordinator** to manage the inventory cycle.

### Essential Duties & Responsibilities (includes, but not limited to):

- Monitor inventory levels to ensure adequate supplies of materials, parts, and consumables, and to assure their timely distribution.
- Keep inventory in sync between SAP and the 3PL's WMS.
- Maintain inventory settings and adjustments in SAP and publish reports to internal constituents.
- Receive inventoried and non-inventoried materials in accordance to work instructions.
- Prioritize, prepare and stage customer orders as per pick lists; load materials onto a variety of different truck types; process orders as shipped in SAP.
- Pull partial pallet orders and prepare for shipment.

*This is not a comprehensive listing of all duties or responsibilities that are required for this job.*

### Experience/Skills/Knowledge/Requirements:

- High school diploma or equivalent required. Associate's degree in supply chain management, business or related field preferred.
- 3+ years' demonstrated experience in inventory control/order management in an industrial manufacturing environment.
- Minimum of 1 year of experience with SAP inventory modules for manufacturing.
- Knowledge of standard shipping and receiving procedures.
- Knowledge of inventory methods and systems.
- Must be able to operate and maintain a Forklift certification (sit-down--required, stand-up/reach lifts--desired).
- Excellent organizational and analytical skills.
- Must be willing and able to learn, seeking out information and utilizing all given resources to solve problems and provide customers with solutions.
- Proficiency with Microsoft Office 365, and a CRM (preferably Salesforce).
- Excellent organizational, interpersonal and communications skills with great attention to detail.



- Knowledge of business-to-business practices and techniques.
- Must be able to work independently as well as collaboratively with a team.
- Willingness to work evening hours and weekends, as needed.

**To Apply:**

Submit your resume and cover letter to [Jobs@StoCorp.com](mailto:Jobs@StoCorp.com). Job ID: IVC