

## Inventory/Stock Specialist

### Description

An inventory/stock specialist is responsible for the reporting and management of physical and book value stock on hand. They ensure that stock figures received, either direct or by handling agents, are inputted into the system to ensure up-to-date stock on hand reconciliation processes. Communication of known issues relating to the ability or inability to move stock is key.

### Education/Training Requirements

- High School Diploma (required)
- Associate's degree in Agricultural Business, Supply Chain, or related field (preferred)

### Recommended High School Coursework

- Agriculture Education
- Business
- Computer Skills
- Mathematics

### Common Responsibilities

- Ensure that stock figures received are inputted into the system
- Ensure that appropriate checks are in place for the payment of fees
- Be responsible for adhering to health and safety standards for the movement of inventory
- Record inventory movement and assign associated value
- Work closely with logistics, warehouse and purchasing management
- Record raw material or commodity receivables and storage
- Receive and process customer orders and complete necessary paperwork
- Communicate with logistics staff regarding known issues
- Record raw material or commodity receivables and storage
- Communicate relevant issues, activities and events to production manager
- Monitor the payment of storage and handling fees

### Typical Employers

An inventory/stock specialist can work for a variety of companies; essentially anyone who sells or distributes product would need someone to keep track of what is coming and going. This could include alternative energy (wind) companies, food production, seed and chemical distributors, agricultural retail, agricultural equipment manufacturing, and animal health companies.

### Additional Resources

[Association for Operations Management](#)