

IMWM - WM Inventory Administrator

Purpose/Definition

Within Inventory Management/Warehouse Management (IMWM), the Warehouse Management (WM) - Inventory Administrator role is responsible for coordinating and managing physical inventory and cycle counts at all managed storage locations.

Mapping Guidance

This role must be mapped to a position within the WM-Inventory Administrator's plant/storage location functioning in Supply Chain Shared Services.

Mapping Rules

Positions that receive this role CANNOT be mapped with following role(s):

- AA - Administration - Closing
- AR - Administrator
- AR - Billing Specialist - Non-Sponsored
- CM - Cash Receipt
- GL - Finance Closing Specialist
- IMWM - IM Inventory Administrator
- MD - Central Processor
- MD - Display
- MD - Vendor Master Records Processor

Positions that receive this role MUST be mapped with following role(s):

- IMWM - WM Inventory Display
- IMWM - WM Inventory Issuer
- IMWM - WM Inventory Planner
- SRM - Requisitioner

Responsibilities

- Analyze inventory min/max levels.
- Assign inventory storage bins.
- Clear differences on daily basis on inventory count.
- Create and confirm stock transfer orders and transfer orders.
- Ensure that inventories are maintained at a level necessary to support service level goals of the institution.
- Maintain inventory variances (\$) within defined parameters for general ledger.
- Perform physical inventory cycle count.
- Recommend changes to inventory levels based on changes in demand.
- Reconcile credits between vendors and storage locations.
- Reconcile inventory differences.
- Review usage to determine changes in the ABC Analysis.
- Utilize ABC Analysis to conduct cycle counts.

Tools

- Intranet/Internet
- SAP Business Suite

Knowledge and Skills

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

- Hopkins specific procurement policies and methods, and Federal Acquisition Regulations (FAR).
- Standards and evaluation methods used to assess the quality and value of a wide variety of supplies and services.
- Using bid and bid awards
- Various ways to procure goods and services

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.