



POSITION DESCRIPTION

Position Title: Inventory Director

Position Location: Anniston, AL

FLSA: Exempt

Reports To: Chief Product Officer / Deputy Chief Product Officer

Position Summary:

The Inventory Director leads the planning, execution, and continuous improvement of all inventory operations across the enterprise. This role is accountable for the accuracy, integrity, and efficiency of inventory records and processes spanning multiple business units, including those at the central Anniston Location (AL), the Ohio Location (OH), and other current or future organizational locations. The Inventory Director manages a team of seven to nine inventory professionals, including two to three Inventory Leads and multiple Business Unit Support Clerks distributed across the organization.

This is a high-visibility position requiring an experienced, innovative, and technically capable leader with an extensive background in dynamic and complex inventory environments where accuracy, throughput, and systems integration are mission-critical. The Inventory Director is expected to operate independently, continuously assess inventory operations, deploy new processes and technology, communicate requirements clearly, and maintain accountability for performance in all inventory activities at an enterprise scale with critical execution.

Position Responsibilities:

Inventory Operations Oversight

Direct or delegate:

- Verification of all records pertaining to daily inventory activities across the enterprise.
- Oversight of receiving records and activities, ensuring accurate and timely documentation of all inbound inventory.
- Management of vendor transactions, ensuring all related inventory records are complete, accurate, and timely.
- Accurate and timely recording of production consumption of inventory.
- Oversight of return-to-inventory documentation and procedures.

Reconciliation, Closings & Reporting

Direct or delegate:

- Incremental reconciliation of inventory balances in alignment with financial statements.
- Execution of monthly inventory closing requirements.
- Serial number accountability reporting for serialized assets to institutional and external stakeholders.
- Maintenance of item master file integrity across all systems.

- Production and distribution of inventory reports to senior leadership as required.

Audit & Compliance

- Ensure execution of cyclic count audit requirements in accordance with published schedules.
- Direct discrepancy investigations and ensure timely resolution.
- Establish and enforce inventory control policies, procedures, and standards across the enterprise.
- Maintain audit-ready inventory records in compliance with organizational, regulatory, and industry standards.
- Ensure timely and accurate execution of historical research of serialized and non-serialized inventory records in response to official requests from internal and external stakeholders (e.g., ATF Trace Requests and Law Enforcement Support).

Team Leadership & Development

- Directly supervise the Inventory Lead(s) and Business Unit Support Clerks (seven to nine direct reports).
- Provide direction, coaching, and performance management for the inventory team.
- Plan and direct departmental and organizational inventory training initiatives.
- Coordinate workload and priorities across distributed team members and business units.
- Set clear expectations and hold team members accountable for performance.

Systems, Technology & Process Improvement

- Drive innovation and continuous improvement across inventory operations.
- Evaluate, recommend, and implement new technologies, systems, and processes that improve accuracy, capability, and efficiency.
- Maintain advanced proficiency with the organization's ERP and inventory systems.
- Ensure that the inventory team is properly trained and equipped to leverage available technology.
- Lead or participate in system upgrades, migrations, and integrations as required.

Skills & Qualifications:

Required Skills

- Extensive experience in inventory management within mid- to large-size organizations, including dynamic and complex inventory environments.
- Demonstrated ability to drive innovation and improve inventory accuracy, capability, and efficiency.
- Proficiency with Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams) and collaboration tools.
- Clear understanding and hands-on experience with modern ERP systems.
- Strong leadership and team management skills with demonstrated ability to manage distributed teams.
- Excellent written and verbal communication skills.

- Exceptional organizational, planning, and time-management skills.
- Strong analytical and problem-solving skills with a focus on root cause analysis and resolution.
- Ability to clearly define and communicate requirements and hold team members accountable for performance.
- Dependable, professional, and highly trustworthy.

Preferred Qualifications

- Background in large-scale, fast-paced inventory environments (e.g., e-commerce fulfillment, third-party logistics, or major retail distribution) where accuracy, throughput, and systems integration are mission-critical.
- Familiarity with serialized asset management.
- Hands-on experience with NetSuite ERP.
- Lean, Six Sigma, or other process improvement certifications.
- Prior people-management experience at the supervisor or manager level.
- Experience implementing or migrating ERP and inventory management systems.
- Experience with barcode and RFID scanning systems and warehouse management technology.

Work Environment, Physical Requirements & Travel

- On-site position located at the central office in Anniston, Alabama.
- Work performed in a normal office environment with regular exposure to warehouse, storage, and operational areas.
- Ability to lift 25 pounds is required; ability to lift up to 50 pounds with appropriate assistance or material handling support.
- Regular travel required among business units; most are collocated or within a 30-minute drive of the central office.
- Periodic domestic travel required to the Ohio facility and to other current or future organizational locations.
- May require occasional evening or extended-hour availability to support inventory closings, audits, or operational needs.

Personal Attributes

- Driven, innovative, and committed to continuous improvement.
- Detail-oriented with strong follow-through.
- Proactive, calm, and solutions-focused under pressure.
- Professional, diplomatic, and service-minded.
- Comfortable interacting with senior executives and operational leadership.
- Decisive and accountable, with the ability to set direction and hold others to standards.

Reports To

- Reports directly to the Chief Product Officer / Deputy Chief Product Officer.
- Directly supervises the Inventory Lead(s) and Business Unit Support Clerks.

- Interacts with senior leadership, business unit leaders, vendors, and cross-functional partners across the enterprise.

Complexity Level

- High. This role requires advanced inventory expertise, technical fluency, and the capability to function independently and efficiently. The Inventory Director is expected to evaluate the current state of the inventory operation, identify the correct path forward, drive innovation, introduce new processes and technology, clearly define and communicate requirements, and hold team members accountable for performance. There is little margin for error.

Education

- Bachelor's degree in a related field (e.g., supply chain management, business, operations management, logistics, or industrial engineering) required.
- Minimum of five years of progressive inventory management experience required.