



Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It is an international ministry with a vision to reach every language group in the world with the Gospel and the teachings of God's Word. From a modest beginning thirty-seven years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

The following reflects management's definition of essential functions for this position, although this list is not all-inclusive to what tasks may be assigned. Turning Point reserves the right to modify job duties or job descriptions at any time.

Position Summary:

The position is responsible for the stewardship over our inventory property. Ensure secure and accountable means of forecasting replenishment and maintaining accurate perpetual inventory counts of products and materials in the various warehouse locations. This includes strategic planning, creating transactional efficiencies, developing and maintaining policies and procedures. The Inventory Control Specialist will report to the CFO or Controller.

Essential Functions:

- Develop and implement inventory control process, procedures and best practices.
- Inventory analysis – determine and predict accurate inventory levels at multiple warehouses using data reports and sales trends.
- Develop and execute process of managing slow moving, expired and obsolete or excess products.
- Collaborate with buyer and various departments.
- Responsible for reporting inventory activities, variances and data analysis.
- Input corrections or transfers in the accounting system.
- Review service levels regularly and reconcile inventory.
- Recommend operational policies and goals within area of responsibility to company's management.
- Reconcile discrepancies with orders or quantities on hand and communicate corrections needed.
- Manage cycle counts and assist with annual inventory audit.
- Coordinate special projects with Warehouse personnel such as Bible Strong Partner projects, duplication and other special projects.
- Attend meetings as appropriate to assist with forecasting and understanding upcoming product movement.
- Create and manage product codes in coordination with Creative and Website team.
- Follow all company policy and procedures.
- Other duties as assigned.

Qualifications:

- Desired 3-5 years of experience in inventory control.
- Must have excellent written and verbal communication skills.
- Ability to make presentations and speak to individual and groups comfortably.

- Exhibited professional judgement, and decision-making skills.
- Must exhibit great attention to detail and work independently.
- Demonstrated organizational skills.
- Aptitude with technology tools and resources.
- Self-starter with multi-tasking abilities.
- Must be proactive and accountable with positive attitude.
- Demonstrated interpersonal skills, able to interact well with direct and cross-functional team members.
- Intermediate skill in Microsoft Office programs (Excel, PowerPoint).
- Microsoft Dynamics Nav - a plus.

Education:

- Bachelor's degree or equivalent years of experience.

Other Requirements:

- Position is full time, Monday through Friday in Turning Point's international headquarters in Lakeside, CA.
- Position may involve some travel < 25%.
- Wage commensurate with experience.
- Extremely competitive employee health and retirement benefit programs.
- Must be a like-minded believer and share our passion to deliver the unchanging Word of God to an ever-changing world.

Please email your resume, cover letter and Christian testimony to jobs@davidjeremiah.org