



# Inventory Management

Youth Apprenticeship

## INVENTORY MANAGEMENT

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Youth apprentices process documentation and expedite the flow of work and materials according to production schedule. They also develop skills in effective inventory management.

**Length of Apprenticeship:** One year. Youth apprentices must have completed Supply Chain Assistant prior to beginning this youth apprenticeship.

## OCCUPATIONAL COMPETENCIES

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Youth apprentices must complete a **total of 11** competencies. **Ten** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

Competencies
1. Respond to customer inquiries
2. Process documentation
3. Gather qualified supplier information for material order
4. Gather demand forecasting data
5. Contribute to production and inventory solutions
6. Contribute to packaging and material handling requirements
7. Verify receipt of goods and services
8. Complete inventory transfer forms
9. Coordinate schedules for materials, product, and services movement
10. Perform physical inventory
11. Assist with inventory inaccuracies investigations

## POST-SECONDARY PATHWAY OPPORTUNITIES

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There are several post-secondary pathway opportunities in this area. The following is a partial list.

- Supply Chain Management
- Supply Management
- Transportation - Logistics