



211 S. Fifth St. | Goshen, IN 46528 | 574-538-1350

Job Description: Inventory Coordinator

Employment Type: Full-time

Location: On-site | Goshen

Company Overview

Janus Motorcycles is an American motorcycle manufacturer dedicated to creating classic, lightweight motorcycles that stand the test of time. Based in Goshen, Indiana, we hand-build motorcycles ranging from 250cc to 450cc that embody timeless design, exceptional craftsmanship, and the pure joy of riding. As a small, growing company, every team member has a direct impact on our products and a connection with our passionate community of riders.

Position Summary

Janus Motorcycles is seeking a dependable and detail-oriented Inventory Coordinator to manage the accurate receipt, organization, and tracking of inventory throughout our warehouse. This role is responsible for processing inbound shipments, maintaining accurate inventory records, supporting production through reliable material availability, and ensuring warehouse organization that promotes efficiency and accuracy.

The Receiving & Inventory Coordinator ensures the right materials are received, accurately tracked, and available when production needs them. Working closely with Purchasing, Production, Scheduling, and Operations, this role maintains inventory integrity that supports efficient manufacturing and uninterrupted production.

Reports To: VP of Operations

Key Responsibilities

Receiving & Material Processing

- Receive and inspect inbound shipments for accuracy, quantity, and visible quality.
- Verify received materials against purchase orders and packing slips.
- Process received materials into the Janus MRP system accurately and promptly.
- Label and store inventory in designated warehouse locations.
- Communicate receiving discrepancies or damaged materials to Purchasing.

Inventory Management

- Maintain accurate inventory locations throughout the warehouse.
- Organize warehouse storage areas to promote efficiency, cleanliness, and accessibility.
- Perform routine cycle counts to verify inventory accuracy.
- Investigate and reconcile inventory discrepancies within the Janus MRP system.
- Assist with periodic physical inventory counts.

Production & Purchasing Support

- Coordinate with Purchasing and operations to ensure accurate inventory records and material availability.
- Support production by maintaining reliable inventory data and timely material processing.
- Communicate inventory shortages or concerns that may affect production schedules.
- Assist with continuous improvement of inventory control processes.

Warehouse Organization

- Maintain a clean, organized, and safe warehouse environment.
- Ensure inventory is stored in clearly identified and appropriate locations.
- Support ongoing improvements to warehouse layout and inventory organization.
- Follow established inventory handling and storage procedures.

Core Competencies

- Strong attention to detail and accuracy
- Organization and time management
- Dependability and accountability
- Ability to work independently with minimal supervision
- Clear communication across departments
- Basic computer proficiency and data entry accuracy
- Process-oriented mindset with consistent follow-through

Preferred Qualifications

- High school diploma or equivalent
- Strong work ethic and self-motivated approach to work
- Ability to work independently with minimal oversight
- Basic computer skills, including spreadsheets, word processing, and email
- Ability to learn and effectively utilize the Janus MRP system
- Previous warehouse, inventory, receiving, or manufacturing experience preferred

Janus Team Responsibilities

- Contribute to a respectful, organized, and professional work environment.

- Communicate clearly and directly.
- Uphold Janus values of craftsmanship, accountability, and integrity.
- Contribute to overall team effectiveness by supporting related tasks as needed.

What Success Looks Like

First 30 Days

- Learn Janus inventory procedures, warehouse organization, and receiving processes.
- Become proficient with the Janus MRP system and inventory workflows.
- Accurately process inbound shipments with minimal supervision.
- Build working relationships with Purchasing, Production, and Operations.

First 90 Days

- Consistently maintain accurate inventory records and warehouse organization.
- Perform cycle counts independently and resolve inventory discrepancies promptly.
- Support production through reliable material availability and accurate inventory transactions.
- Demonstrate ownership of daily receiving and inventory responsibilities.

First Year

- Maintain a high level of inventory accuracy across the warehouse.
- Contribute to efficient production by ensuring dependable inventory control.
- Identify opportunities to improve warehouse organization and inventory processes.
- Become a trusted resource for inventory accuracy and material coordination across departments.