

## INVENTORY CONTROL CLERK II

This is a Temp to Hire position.

### About the position

The primary function of the Inventory Clerk is assisting in control and movement of materials required for Production and Customer Orders.

### Major Duties and Responsibilities

- Perform the data entry of parts from the receiving clerk into the company inventory database.
- Perform physical relocation of incoming inventory from both inside and outside sources to the proper bin or staged job location.
- Daily random cycle counts of all available inventories, with expected 100% complete inventory count on a quarterly basis.
- Maintain an accurate inventory accounting system.
- Maintain the location of all parts in a systematic, similar part type method.
- Gather inventory data to provide management with essential timely decision-making information.
- Maintain a safe and orderly environment.
- Maintain daily log of all cycle count variances.
- Assist scheduling in staging orders for the assembly department.
- Pull parts using job orders and maintain accuracy of inventory.

### Requirements

- Possess a moderate understanding of general aspects of the job.
- Demonstrate strong organizational skills; meets productivity standards.
- Shows strong attention to detail. Demonstrates accuracy and thoroughness.
- Ability to apply common sense understanding to carry out instructions.
- Ability to identify and resolve problems in a timely manner.
- Demonstrates basic math and computer skills.
- Punctual, meticulous, and reliable.
- Follows policies and procedures.
- Ability to work effectively as a member of a team or independently.
- High degree of flexibility and works cooperatively in group situations.
- Lift and/or move up to 50 pounds.

### Education and/or Experience

- High school diploma or equivalent, preferably; or one to three years related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Visual Manufacturing software. Individual must be computer literate with applications knowledge of Microsoft Office type software applications.

**Physical Demands** While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment** While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Safety-Sensitive Position** Safety-Sensitive means any job that includes any tasks or duties that the employer reasonably believes could affect the health and safety of the subject employee or others.