

Inventory Control/Warehouse

Description

Currently we have an opening for an Inventory Control Clerk in our Warehouse.

Job Responsibilities:

- Daily, weekly, monthly reports.
- Slotting of product with no location assigned. Such as new products or special ordered items.
- Confirming zero slots on a daily basis.
- Inventory cycle counts on a daily basis.
- Slot checking and PO corrections.
- Other duties as assigned by the manager.

Qualifications

Required Qualifications:

- Minimum of 2 years Inventory experience is required.
- Must be a High School graduate.
- Proficient in Microsoft Word, Excel and Outlook. Experience on AS400 system a plus.
- Must possess strong verbal and written communication skills.
- Required typing skills: 50 words per minute, 10-key by touch, Electric forklift(sit down, stand up & cherry picker) and electric pallet jack experience are required.
- Must be well organized, detailed and accurate.
- Ability to meet deadlines and handle multiple tasks under pressure.
- Must be a team player and work harmoniously and effectively with other departments.

Salary: TBD

Work Schedule: Monday-Friday 8:00am-5:00pm. Overtime as required. Benefits: Great health benefits, matching 401(k), profit sharing, paid vacation, sick time and rotating work holidays.

Position: Full Time, Regular