

Inventory Clerk

TO WHOM RESPONSIBLE:

Controller

JOB RESPONSIBILITIES:

- 1) Insure warehouses are in good order.
 - a) Parts are maintained in marked and proper locations as documented in the computer system
 - b) Maintain outside yard
 - i) Insure that items are being put in their designated locations such as painted goods, production stock, and work in progress materials on pallets and carts.
 - (1) All finished whole goods staged correctly.
 - (2) All other items are to be put in their designated locations.
 - (3) Control product flow and cleanliness of outside inventory.
 - c) Pull and deliver parts to assembly when released by Production Scheduler.
 - d) Obtain parts from Warehouse as required for assembly of products.
 - e) Work closely with the assembly lead person to insure all items needed for current production run.
 - f) Facilitate yearly inventory, by conducting cycle counts throughout the year and verifying quantities listed in Sage 100.
- 2) Receive and distribute parts from production to proper locations
 - a) Identify and mark all items with proper part numbers
 - b) Deliver parts to the parts department or shipping as needed for sales orders and sales inventory coming through the shop from paint.
- 3) Become familiar with all aspects of paperwork associated with proper inventory and warehouse management. (Bin Location maintenance, receiving, transfer, inventory adjustments, etc.)
- 4) Assist in shipping whole goods not carried by common carrier.
 - a) Work with Customer Service on shipment of whole goods.
 - b) Assist in pulling and delivering Arena Groomers® to shipping as needed.
- 5) Assist in receiving goods designated for production.
 - a) Utilize Purchase Order data filing system maintained in parts warehouse.
 - b) Insure accurate counts on receiving paperwork.

REQUIRED SKILL, KNOWLEDGE AND ABILITIES

- 1) Demonstrates strong organizational skills.
- 2) Pays close attention to detail.
- 3) Possesses physical strength necessary to lift boxes and other heavy items on a regular basis.
- 4) Capable of using computer inventory software to include the ability to read and interpret inventory reports, picking tickets, and packing slips.
- 5) Manages time efficiently.

EDUCATION AND EXPERIENCE

- 1) High school diploma or equivalent is required.
- 2) Experience in inventory or supply chain management is required.
- 3) College course work preferred.

WORK ENVIRONMENT

- 1) Working hours are split between the warehouse locations.
- 2) Additional time may be spent in a store office processing paperwork and using computerized inventory software.
- 3) Standard 40-hour workweek applies.
- 4) No travel required.
- 5) Physical labor, specifically the lifting of heavy items and deliveries, is required on a daily basis.