



ARENA GROOMER®
SUGARBEET EQUIPMENT
TILLAGE EQUIPMENT
FORAGE BOXES/TRAILERS
COMPOST/MANURE SPREADERS
WATER & WASTE PUMPS

JOB DESCRIPTION

Job Title:

Inventory Receiver

To whom responsible:

Inventory Control Manager

Job Purpose:

The purpose of the Inventory Receiver is to manage and oversee the function of receiving inventory components from both incoming vendors and manufacturing. The purpose also includes sustaining close cooperation with the Inventory Control Manager to control and maintain the proper flow, and distribution of, parts and components of the company.

Job Duties:

- Receive and distribute purchased (vendor) items to proper destinations.
 - Identify and mark all items with proper part numbers.
 - Ensure accurate receiving documentation from Purchase Orders and other vendor receiving.
 - Identify destination of items and distribute as needed.
- Receive and distribute manufactured items (from Clean-up and Paint), to proper destinations.
 - Identify and mark all items with proper part numbers.
 - Ensure accurate receiving documentation from work orders and other production receiving.
 - Identify destination of manufactured items and distribute as needed.
- Pull Work in Progress components as released.
 - Gather and stage components as designated for the assembly of products.
 - Closely monitor all needed components and help coordinate the arrival of shortages w/Inventory Manager, Production Manager, and Purchasing Agent.
- Pull required components from production warehouse for Sales Orders or warehouse transfer, as needed.
- Learn the company's ERP system (Sage 100) and become familiar with data entry, and documentation associated with inventory receiving. (Bin Location, receiving, transfer, inventory adjustments, etc.)
- Assist with the Production Warehouse organization including the following.
 - Maintain parts and components in proper locations, as identified and documented in the computer system.
 - Maintain orderly, clean, and neat locations, including the floor, alleys, and walkways.
 - Assist with the organize as needed all bin locations and storage areas.



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Skills/Qualifications:

- Able to lift 50lbs
- Forklift operation certified
- Exceptional interpersonal skills
- Cooperative, flexible, and willing to work well in team environment
- Excellent computer skills required. Must be familiar with Microsoft Office
- Ability to work independently in assigned tasks as well as to accept direction on given assignments.
- Self-Motivated with good work ethic.
- Excellent organizational skills.
- Ability to multitask and make good decisions.
- Ability to analyze and work through difficult situations and bringing them to satisfactory conclusions.
- Clean drug and background screening required.
- Mechanical aptitude to learn machinery parts and components.