

## Warehouse/Inventory/Facilities Clerk

*This position offers a Competitive Hourly Rate, annual Bonus opportunity as well as an attractive benefits plan including Company Paid health insurance, a 401(k) w/ employer match, company paid life insurance, paid holidays & a competitive Paid Time Off (PTO). Ci has a Tuition Reimbursement Program, Short Term Disability, Long Term Disability, Vision & more.*

### **Position Responsibilities**

This will perform a variety of tasks including shipping & assist with maintaining this facility.

**Shipping & Receiving:** Perform all shipping & receiving functions, inclusive of; sales order processing (picking, packing & shipping), intercompany shipping, receiving all incoming freight, shipping/receiving in accordance w/ established company and/or departmental guidelines, processes, & procedures.

**Tracking Logs:** Maintain the Radar log,

**Mail Duties** Sorts incoming mail and delivers to appropriate department or individual, processes outgoing mail.

**Warehouse & Inventory Administration:** Maintain warehouse space in an organized, clean & operating in an efficient manner; responsible for coordination & security of all inventories. Perform cycle counting, & semi-annual inventories.

**Facilities:** Maintains physical space, ensuring a safe, clean, & functional environment. Receives, manages, & processes work order requests; ensures building issues are resolved quickly. Acts as liaison with any outside contractors needed to resolve specialized problems.  
Maintains inventory of required supplies; reorders as needed. (Paper products, paper towels, soap, etc.)

**Forklift Maintenance:** Perform in-house routine maintenance as necessary & coordinate w/ outside vendors to perform repairs & vendor specific maintenance.

**Forklift License:** Candidates w/ previous forklift driving experience preferred. OSHA Forklift Certification Preferred.

**Occasional Duties:** Assist & support other departments as needed w/ inventory coordination and/or storage.

Run errands via driving as needed.

## Warehouse/Inventory/Facilities Clerk

**Lifting Requirements: This role requires the ability to frequently move boxes & equipment weighing up to 50 lbs. The ability to work in non-air-conditioned space & outside frequently required.**

**Required Experience & Knowledge:** Expectations include but not limited to; strong work ethic, motivated to complete all tasks, solid written & oral communication skills. Strong logistical & handy person skills.

**Required Experience & Knowledge continued**

- **1-3 years hands-on experience** w/ Shipping, Receiving, Inventory & Quality Control. Proficiency w/ Microsoft Office (Excel, Outlook & Word) is required & familiarity w/ Microsoft Dynamics AX ERP software is a plus-Fast & accurate data entry skills- Ability to perform a variety of maintenance or repair tasks.
- Understanding of basic building practices and procedures.
- Understanding of basic systems within buildings, such as electrical or plumbing.

**Minimum Typing Speed of 45 WPM.**

Familiarity with basic building upkeep.

Familiar with use of tools for building upkeep

**This role requires frequent walking, bending & lifting.**

**Required Education:** High School Diploma or equivalent

**Background Check Required & Drug Screen**

**Must have a valid US driver's license and a clean driving record for the past five years.**