

Inventory/Warehouse 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 but limited to; shipping & receiving/inventory control point/purchasing clerical duties, as well as provide facilities support as needed.

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.

Mail Duties Sorts incoming mail 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.. 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.

Purchasing Clerical Duties: Generate & track vendor purchase orders. Research vendors, collect pricing and other material specs as required.

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.

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

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

Minimum Typing Speed of 45 WPM.

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 minimal violations for the past five years.