

Inventory Clerk

Job Summary:

The Inventory Control Specialist will be responsible for the storing, receiving, and distributing of the organization's products and supplies. Duties include controlling the flow of supplies and equipment, tracking, and analyzing inventory maintenance, procurement duties, and assisting with protocols for loss mitigation.

Shipping/Receiving Duties:

- Perform all shipping & receiving functions, inclusive of:
- Sales order processing (picking, packing & shipping)
- Receiving all incoming freight including asset tagging and storing items.
- Disputing all damaged goods shipments.
- Shipping in accordance with established company guidelines.
- Process all RMA requests for return equipment including follow up with vendors.
- Responsible for coordination and security of all inventories.
- Perform physical counts as assigned.
- Tracking, storing, and securing customer property (inventory in process).
- Assist with implementation and organization of new warehouse with bar scan inventory tracking system for optimized inventory control procedures

Facilities management Duties:

- Maintains physical space, ensuring a safe, clean, & functional environment.
- Maintains inventory of required supplies; reorders as needed. (Paper products, paper towels, soap, etc.)

Forklift Duties:

- Perform in-house routine maintenance as necessary and coordinate with outside vendors to perform repairs and vendor specific maintenance.
- Forklift driving experience preferred. OSHA Forklift Certification Preferred.
- Perform other duties as assigned.

Required Skills/Abilities:

- Excellent communication skills with warehouse workers, purchasing department, and outside vendors
- Advanced understanding of inventory control procedures
- Proficient keyboarding skills
- Extremely organized and able to work with minimum supervision
- Ability to perform basic math calculations

Education and Experience:

- High school diploma or equivalent required.
- 3-5 years prior warehouse experience.
- 1-3 years' experience with computerized inventory systems required.
- Experience with Microsoft office products including excel.
- Forklift operator certification preferred.

Physical Requirements:

- Must be able to lift as much as 50 pounds at times.
- Must be able to walk around, bend, sit, stand & navigate warehouse and reach items both high and low.
- The ability to work in non-air-conditioned space & outside frequently required.

Must pass a pre-employment background check & drug screen.