

Stock Clerk

JOB SUMMARY:

A Brief Description of Job Duties:

Under direct supervision, the stock clerk performs clerical and physical tasks involved in the receiving, storing, and issuing of equipment, materials, or supplies. The stock clerk also follows established guidelines and processes to maintain inventory records of items in a stockroom or warehouse.

- Perform Kitting activities based off of BOM reports.
- Document discrepancies between inventory records and physical counts of stock.
- Receive, count, and verify incoming raw material and completed work orders.
- Prepare documents and materials for shipping requests.
- Keep the stock room neat and orderly.
- Maintain and update inventory records.
- Checks goods received against receiver list, purchase order, bill-of-lading or other documentation to verify correctness of incoming shipments.
- Counts material throughout the stockroom and production areas.
- Sorts, counts, and checks raw materials, semi-finished parts, and finished goods.
- Maintain inventory by performing daily cycle counts and resolves cycle count discrepancies.
- Pulls kits for production and engineering prototypes and enters ERP data.
- Pulls, packages, and prepares product for shipment.
- Report any stock issues to management and place product orders as necessary.
- Support Shipping/Receiving as directed by supervisor.
- This position will be cross-trained to perform shipping and receiving functions.

JOB REQUIREMENTS:

The Applicant MUST have the Following Qualifications:

- Minimum of 2 years experience in stocking, shipping, logistics, or related field.
- Good fine motor skills (some parts are very small).
- Punctual.
- Attention to detail and patience.
- Ability to multi-task, take direction, and has good follow through.
- Exceptional organizational skills.
- Good written and oral comprehension skills.
- Ability to do repetitive tasks with consistent accuracy and quality.
- Basic math and measuring skills required.
- Being Proactive at completing tasks.
- Able to work quickly and accurately in a complex, fast-moving environment.
- Physically able to stand, walk, crouch, squat, reach, lift and carry boxes for extended periods of time.
- Must be familiar with electronic components and Electro-Static Discharge.
- Ability to lift up to 40 pounds and comfortable working on a ladder stocking and restocking boxes.
- High school diploma or equivalent.
- Ability to read, write, and speak English well.
- U.S. citizenship.

Additional Desired Experience:

- ERP or MRP experience (Visual Manufacturing)