



## Position Description

### Warehouse / Inventory Control Assistant

**Position Title:**

Warehouse / Inventory Control Assistant

**Reports To:**

Materials Management Lead

**Position Type:**

Full-time, Regular, Non-Exempt

**Direct Reports:**

None

**Position Purpose:**

The Warehouse/Inventory Control Assistant is responsible for production support and providing direct support for all inventory control and warehouse functions including inspection, receiving and shipping needs.

**Essential Duties & Responsibilities:**

- Receive materials, checking quality and accuracy against PO's, prints, specifications, etc.
- Process customer orders for delivery - pull, pack and prepare finished goods for shipment.
- Label, serialize and perform quality inspection checks on finished products.
- Ensure product is packed to ensure safe and undamaged delivery.
- Prepare packing lists, certificates and other required documentation.
- Perform regular cycle counting of inventory.
- Perform general inventory control tasks and year-end special tasks, all in a timely and accurate manner.
- Accurately enter inventory, receiving and shipping data and adjustments into the computer system.
- Kit materials for production - verify accuracy of kitted orders
- Operate forklift and pallet-jack to transport materials.
- Arrange warehouse space as required for various materials.
- Ensure that the warehouse is clean and maintained at all times.
- Find new and better ways of doing things; to improve operations, methods and procedures; propose significant and constructive ideas for innovation.
- Contribute to team effort by performing other tasks as appropriate and/or necessary.

**Qualifications & Abilities:**

- High School diploma or equivalent is required.
- 1-3 years of direct or related experience required.
- Strong verbal and written communication skills.
- Self-motivated and self-directed, requiring minimal oversight to meet objectives and timelines.
- Strong eye-hand coordination, vision and manual dexterity to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- High attention to detail.
- Ability to follow and read work instructions.
- Able to perform basic tasks on a computer.
- Able to pass a background check and drug screen.

**Physical Requirements**

- The physical demands described or implied within the Responsibilities section of this job description are representative of those that must be met to successfully perform the essential functions of this position.
- Ability to effectively interact and communicate with co-workers.
- Sit and/or stand at workbenches/workstations, perform computer tasks and paperwork, sometimes for extended periods of time.
- Ability to lift and carry up to 50 pounds.