

Inventory/Receiving Clerk

Purpose of Position:

The primary role of this position is to receive material for the in-plant production fabrication of machinery in a low volume, high technology, high variation product mix produced in a project driven build-to-order production working environment. The person will be responsible for unloading, receiving, inspection, and stocking of all incoming material. The individual will interface with the planning, procurement, storage, and distribution functions in the organization.

Key Responsibilities:

- Unloading of incoming material.
- Receives material physically and inputs into MRP system (data entry).
- General inspection of incoming material.
- Reconciliation of vendor supplied material.
- Delivering material to proper locations.
- Stocking supply locations.
- Interacts with Quality on matters of vendor delivered quality and vendor rating systems.

Background and Skill Requirements:

- GED or High School Diploma.
- A minimum of three years receiving/shipping/inventory experience.
- Forklift Certification or experience.
- **Experience with data entry in computer software systems (MRP).**
- Demonstrated understanding of material supply and flow in manufacturing environment.