



POSITION

Inventory Clerk - Full Time

POSITION SUMMARY

The Inventory Clerk is responsible for the day-to-day inventory control activities in an effort to provide support to the production and purchasing teams. Coordinating the incoming and outgoing process of products, she/he ensures that orders are filled, the sales floor is properly stocked and each piece of merchandise is accounted for.

RESPONSIBILITIES & DUTIES

- Inventory clerks physically count materials in stock and on the production floor. The quantities are recorded in an inventory database and reconciled when discrepancies are found.
- The clerk is also responsible for inventory transactions within the organization such as between departments, from a stockroom location to the production floor and work order transactions that assign materials to specific product work orders.
- Inventory clerks may record and transact scrap data on the production floor to remove the defective quantities from the system.
- The inventory clerk may perform daily cycle counting activities on a production floor or stockroom in a manufacturing organization.
- A clerk must also reconcile discrepancies in physical count with quantities in the inventory database. This may include adjusting the inventory database and investigating the cause of inventory irregularities.

QUALIFICATIONS

- 1) Familiarity with MRP/ERP concept is a definite asset.
- 2) Minimum of 2 years of inventory and/or warehousing work experience.
- 3) Must be well organized with good written and oral presentation skills.
- 4) Must be self-directed and able to work independently.
- 5) Experience with ISO 9001 and regulatory compliance useful but not mandatory.
- 6) Must have experience with Lean manufacturing techniques

COMPENSATION

We offer an attractive financial package with a bonus scheme according to performance. We encourage and support self-development and provide a challenging and rewarding environment with training packages for professional development.