

Job Title: 330 Stockroom/Shipping/Receiving & Light Assembly Technician 1218 **Category:** Non-Exempt
Reports To: Shop Coordinator

Summary: Provides ownership of the stockroom. Promotes Lean Manufacturing principles to maximize the performance and efficiency. Oversees stock of both AODD and AQ products and deals with transactions and shipment of product.

Essential Functions:

- Oversees the complete stockroom aspect from receiving to MFG to product shipment at 330
- Supports AODD conversion process
- Supports Aquatics manufacturing:
 - Delivers materials from warehouse/stockroom according to production schedule
 - Maintains Kanban system to ensure consistent production work flow
- Fills customer orders from stock as needed as well as MOs for AODD and Aquatics
- Packages /over-packs products for shipment and coordinates the logistics
- Performs cycle counts, maintains inventory levels, interacts with purchasing as needed to procure materials
- Maintains high level of quality and accuracy and remains vigilant for any possible quality issues during routine handling of parts and assemblies
- Manages inventory in accordance with FIFO process, including items with shelf-life
- Verifies items received by inspecting condition; comparing count/measure of items to purchase order/packing list; noting discrepancies
- Executes computer inventory transactions accurately and on time
- Effectively collaborates with Quality, Accounting, Engineering, Manufacturing, and Sales/Customer Service departments.
- Works aside manufacturing/engineering personnel as time permits
- Maintains a safe and clean working environment
- Seeks out continuous improvement opportunities and assists in implementation of the quality program
- Supports 5 Boynton stockroom when time permits
- Willing to work overtime as requested on an ad-hoc basis

Qualifications:

- * Minimum High School diploma or equivalent (GED)
- Minimum one year of related material handling/stockroom experience
- * Required to read and write English, follow verbal instructions, and use simple math
- * Ability to operate stockroom equipment safely and competently - fork trucks, order picker, pallet jacks, etc.

Core Competencies:

- Time Management – ability to organize and manage multiple priorities in a fast-paced environment
- Team player - can effectively interact with internal departments
- Strong verbal and written communication skills
- Fast and accurate data entry skills
- Ability to work well with little supervision
- Detail oriented

Physical Demands:

- Required to lift up to 65 lbs.
- Regularly required to stand all day, bend, reach and move about the facility.

Delegation of Authority:

- The Iwaki America Inc. Delegation of Authority Matrix is incorporated herein by reference

*Denotes essential qualification