

Date: 11/22/2021

Title: Stockroom Clerk I 0318

Category: Non-exempt

Reports To: Stockroom Lead

Summary: Handles all duties related to material handling - delivers components to manufacturing, fills parts orders, stock inventory, perform cycle counts, etc.

Essential Functions:

- Supports manufacturing:
 - Delivers materials from warehouse/stockroom according to production schedule
 - Maintains Kanban system to ensure consistent production work flow
- Fills customer orders from stock
- Packages /over-packs product for shipment as needed
- Performs cycle counts, maintains inventory levels, interacts with Purchasing to procure materials for order or inventory
- Receives goods to purchase order and delivers to stockroom or other department as indicated
- Provides visual inspection of all materials for quality/quantity issues and exercises extreme accuracy entering data into Iwaki America business system
- Receives returned goods consistent with safety and RMA procedures
- Stocks material and fills orders and production demand in accordance with FIFO process
- Carefully manages all items with a shelf-life to ensure FIFO process is followed and items are discarded when necessary
- Verifies items received by inspecting condition of items; comparing count/measure of items to purchase order and packing list; noting discrepancies
- Executes computer inventory transactions accurately and on time
- Maintains high level of quality and accuracy and remains vigilant for any possible quality issues during routine handling of parts and assemblies
- Maintains a safe and clean stockroom environment
- Assists in implementation of methods improvement, efficiency, and quality programs
- Effectively collaborates with Quality, Accounting, Manufacturing, and Customer Service departments.
- Performs other duties as assigned
- Willing to work overtime as requested on an ad-hoc basis

Qualifications:

- * High School diploma or equivalent (GED)
- Minimum one year of related material handling 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.
- * Fast and accurate data entry skills
- * 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
- * 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