

Inventory Control/Material Handler

Job Summary: Responsible for receiving merchandise, unloading or unpacking it, marking it with codes to be identified, and stocking shelves. Also responsible for picking inventory for work orders and doing inventory audits. Assists the shipping department as required. Required to work in warehouses, stockrooms, and shipping areas. The general responsibilities of the position include those listed below, but they may be asked to perform other responsibilities. These responsibilities may differ among accounts, depending on business necessities and client requirements.

Essential Duties and Responsibilities:

- Verifies and keeps records on incoming and outgoing inventory transactions.
- Receives, lifts, moves, stores, issues, counts, sorts, and verifies items on requisitions or invoices.
- Compares incoming and outgoing shipments to bills of lading, invoices, orders, or other records to verify information.
- Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipping supervisor to help rectify damages and shortages.
- Fills orders, issues items from stock and rotates stock.
- Utilizes inventory tracking system.
- Maintains cleanliness and orderliness of all areas.
- Provides security for all stock in the storeroom.
- Follows all safety requirements, the facility, local, state and federal jurisdictions.
- May move or transport materials or supplies to other departments using hand or industrial trucks.
- Perform or assist with any departmental operations, as required or directed to maintain workflow and meet production schedules and requirements.
- Complies with all company safety and risk management policies and procedures.
- Participates in regular safety meetings, safety training and hazard assessments.
- Attend and participate in a variety of meetings to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specific level of knowledge pertaining to new developments, requirements and policies.
- Attends work and shows up for scheduled shift on time.
- May perform other duties and responsibilities as assigned.

Requirements:

- High school diploma or equivalent
- Experience in a shipping and receiving environment is a plus
- Must have orderly work habits and be precise with numbers and counts.
- Must be safety oriented in this environment
- Must have a valid driver's license
- Occasional overtime is expected
- Ability to drive straight truck also a plus
- Experience with utilizing online shipping/tracking platforms for major carriers - DHL, FEDEX and UPS - is a plus