

Inventory Control Clerk

POSITION ROLE: This role is responsible for all inventory transactions in the Warehouse Shipping and Receiving Departments and the Distribution Center. Adds customer value by ensuring assigned personnel are trained on inventory practices and procedures and ensures the accuracy of the inventory to allow Snapware to ship product to customer on-time and to fill each order completely.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Directs all inventory adjustment activities in the Distribution Center and insures that established Cycle Count Schedules are maintained.
 2. Perform daily cycle count and perform physical inventories.
 3. Leads employees in completion of Daily Cycle Count Sheets
 4. Provide “hands on” training for employees in transaction steps required for items received, stored and shipped from each warehouse.
 5. Ensures Master Location Report is accurate and current.
 6. Ensure employees follow proper methods and safe use of material handling equipment.
 7. Use RF scanner to track inventory count and location
 8. Operates Forklift
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DESIRED EDUCATION & EXPERIENCE:

1. High School Diploma /GED
2. 2 years of work experience responsible for Inventory Control
3. Bilingual English / Spanish desirable
4. Technical Skills
 - a. Forklift Certification

Apply for this position:

resumes@snapware.com Subject: Inventory Control Clerk - Snapware