

Inventory Clerk

Position Overview

Responsible for assisting with all inventory functions including ordering, maintaining a computerized inventory control system, ordering and receiving parts and materials. The position is at our Arnegard, ND facility just west of Watford. Monday through Friday 8 am to 5pm.

Primary Job Functions

- Assist with maintaining and organizing inventory control system
- Work with vendors and suppliers over the phone
- Complete all shipping documents regarding freight carrier used, date shipped, quantities shipped and backordered
- Unload incoming freight
- Verify all items on packing slip for quantities received and backordered
- Inspect incoming product for damage and document damage as needed
- Responsible for putting inventory in its designated areas in an organized and efficient manner;
- Assures all inventories, shipping and receiving information is documented
- Responsible for assisting in yearend inventory procedures, as needed
- Responsible for maintaining an accurate inventory
- Responsible for various yard work projects including general clean up
- Monitors inventory levels
- Maintain a positive work atmosphere by acting and communicating in a manner so that you collaborate with co-workers, and management.
- Help the company meet its Quality and Safety objectives.
- Other duties may also be assigned.

Complexity/Decision Making

- Works on assignments that are semi-routine in nature.
- Generally determines appropriate action by independently referencing operation policies and procedures and using proven approaches.
- Assignments with a greater level of complexity may require assistance or guidance.

Leadership/Teamwork

- Ability to work effectively in a team environment.

Minimum Requirements

- High school diploma or GED
- 2+ years of prior related work experience
- Basic computer knowledge (Windows, email, internet, etc.)
- Written and verbal communication, math, reading, and spelling skills

Physical Requirements

- This position requires walking, sitting or standing to a significant degree
- Must have the ability to lift 50 pounds from floor to waist, carry 50 pounds, and push and/or pull up to 100 pounds
- Must have the ability to climb ladders and/or stairs
- Stooping, crouching, kneeling and bending
- Handling, feeling, and gripping would be required for some activities
- Visual acuity is required to inspect work completed
- This role may be subject to internal and external environmental conditions

GTUIT offers competitive pay commensurate with experience. Good benefits.

Indeed link: <https://www.indeed.com/job/inventory-clerk-32944df2e496082f>