



JOB TITLE: INVENTORY CONTROL CLERK
REPORTS TO: MATERIAL RESOURCE PLANNING SUPERVISOR
FLSA STATUS: NON-EXEMPT
PREPARED DATE: APRIL 27, 2021

SUMMARY: This position will assist in maintaining an efficient and functional warehouse for VRC Metal Systems. Primary responsibility will be powder inventory control and spray operations work order maintenance. In addition, they will assist the materials management staff in shipping and receiving, stocking and pulling parts, and prepping and packaging parts.

QUALIFICATIONS: To perform this job successfully, the individual must be able to perform each essential duty and responsibility in a safe and satisfactory manner. Must be able to wear personal protective equipment as required by material being handled and areas being worked in. The requirements listed below are representative of the knowledge, skill, and/or ability required.

ESSENTIAL JOB FUNCTIONS:

- Receiving of parts
- Labeling / serializing (including engraving) of parts
- Stocking parts
- Pulling (kitting) parts for production
- Assisting with physical inventory counts
- Receiving and shipping of consumables and small parts
- Ensure the warehouse is maintained to the highest 5S standards
- High level of data entry accuracy
- Code purchase orders as required by accounting and other tracking software
- Provide other clerical and administrative support to management as requested
- Handle consumable materials that may be classified as hazardous
- Work order maintenance within ERP system
- Process powdered metal for cold spray application

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION and EXPERIENCE:

- High School Diploma or equivalent required
- Two years' experience in a general warehouse environment required

LANGUAGE SKILLS:

- Read and interpret documents in English such as safety rules, operating and maintenance instructions, procedure manuals, newspapers, periodicals, journals, brochures, and sales documents
- Write routine reports, correspondence, inventory summaries, and reports in English using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style
- Ability to speak effectively in English on the phone and in person with vendors

MATH SKILLS

- Proficient: basic math skills with high attention to detail

COMPUTER SKILLS:

- Microsoft Word, Power Point, and Excel at an intermediate level

- Proficient in electronic forms of communication including email, web searching, and data organization
- Ability to quickly learn computer applications, such as inventory tracking and management software

REASONING ABILITY:

- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Use mathematical skills to interpret inventory information and prepare budgets
- Read and interpret inventory records and statistical reports

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee must be able to see differences in widths and lengths of lines such as those on graphs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENTAL CONDITIONS:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must be able to work effectively in a stressful environment, communicate well with others, effectively deal with internal customers and external vendors and customers, and accept constructive criticism
- Must be able to change activity frequently and cope with interruptions

IMPORTANT NOTE: Essential functions of this job are described under the headings above. The job requirements and features are subject to change from time to time due to the dynamic nature of the Company.

It is the policy of VRC Metal Systems not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices, including recruitment, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits and/or other terms, conditions, or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. This policy applies to all jobs at the Company. The Company will continue to take affirmative action to ensure that individuals are employed, and that employees are treated during employment, without regard to their sex, gender identity, sexual orientation, race, physical or mental disability, protected veteran status, or any other characteristic protected by law in all employment practices.

Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The Company makes, and will continue to make, reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the operations of the Company's business.