**Job Description**

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| **Title** | Inventory Clerk |  | **Location**  Richmond | 10 - Canada |
| **Department** | 410000 - OPS Demand Mgmt. |  | **Reporting To** | Warehouse Manager |
| **Created Date** | November 20, 2015 |  | **Type of Hire** | Permanent Full-Time |
| **Revision Date** | Click here to enter a date. |  | **Job Category** | Non-Exempt |
| **Version** | V. 1 |  | **Direct Reports** | Yes  No |
|  |  |  |  |  |

**Primary Duties and Responsibilities**

* Receive and enter inventory into ERP system
* Inspect received items for quality, quantity and accuracy
* Picking and kitting electronic components for production
* Issue materials as per work orders from ERP system
* Point of contact for various inquiries
* Communicating floor shortages/inventory discrepancies to Inventory Control Specialist and escalating issues as necessary to Inventory Supervisor
* Perform cycle counts to ensure accuracy of inventory
* Stock inventory in allocated storage locations
* Inventory stock room and receiving bays maintenance and upkeep
* Adhering to the Company’s safety guidelines and procedures, as well as those set out by WorkSafeBC
* Other duties as assigned

**Qualifications** *(indicated preferred or required)*

**Education:**

* High school education or equivalent

**Experience:**

* Previous work experience in an electronics manufacturing environment is an asset
* 1-2 years’ experience in a similar role

**Knowledge, Skills & Abilities:**

* Acute attention to detail is required
* Ability to lift up to 50 pounds
* Strong verbal and written communication skills
* Good computer skills including Microsoft Word, Excel and Outlook is an asset
* Self-motivated team player capable of multi-tasking in a fast paced work environment
* Abiding by Company guidelines
* Ability to read, write, and speak English

**Other Items (ie. travel):**

* Forklift certification and experience operating a stand up forklift is an asset

**Direct Reports** (*List position titles of direct reports)*

* N/A

**Working Conditions** *(ie. lifting, standing for long periods)*

* Standing and walking for long period of time (approximately 8 hours per shift)
* Maneuvering heavy objects, including: lifting (floor to waist, waist to shoulders, and overhead), carrying up to 50Lbs and pushing and pulling of a pallet jack
* Available to work overtime and weekend shifts when necessary