Valtronic Stockroom Position

SUMMARY:

The Stockroom is responsible for manufacturing orders to be pulled ensuring that work disruption is at a minimum, actively participating in the completion of the daily workload and weekly cycle count.

ESSENTIAL FUNCTIONS OF THE JOB:

- Accurately count place and pull parts.
- Oversee slot locations, racking, cycle counts and inventory of warehouse product
- Responsible for accurately pulling orders in preparation for prompt delivery to manufacturing operations using FIFO/LIFO inventory methods
- Locate missing items.
- Continuous improvements of daily processes.
- Resolve issues with warehouse order fulfillment in order to satisfy internal and external customer needs.

JOB SKILLS AND JOB REQUIREMENTS:

1 to 2 years inventory experience in a multi-shift, electronic manufacturing operation. Accurate number skills and data input skills. Periodically lift 40 to 60 pounds of material. You should have the ability to operate within multiple priorities subject to frequent changes. Computer skills (i.e., Microsoft Word, Excel, and Microsoft Outlook products) and our ERP management software system.

Please include Stockroom in the subject line of your reply. Please send resume to glevar@valtronic.com in Microsoft Word format. No third party resumes or telephone calls. We are an Equal Opportunity Employer M/F/H/V.