|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Inventory & S/R Clerk  | Job Category:  | Operations |
| Department/Group: | Operations | Reports to: | Caesar De Los Santos |
| Location: | Fort Collins, CO  | Travel Required: | No |
| HR Contact: | Rebecca Hicklin | Date posted: | N/A |
| Job Description |
| **Essential Functions****Essential Functions** 1. Shipping and receiving. Typical duties: receives and unloads freight both manually or with equipment such as pallet jacks; checks for damaged goods; verifies quantity and quality of order; verifies items received with purchase order; wraps, packages, and ships supplies; delivers and retrieves supplies to and from work or storage areas; tags and issues supplies; stocks shelves and rotates inventory;  2. Inventory maintenance and clerical. Typical duties: participates in physical inventories of warehouse; maintains inventory records by adding or deleting supplies as they are shipped or received; operates a personal computer to access, enter, and correct information; provide advice regarding supplies or property including price and availability; prepare damage claims for supervisor's review and signature; coordinate disposal of surplus property and manage records retention.* Verify part counts from QC – once in the AM and once in the PM (this is time consuming to open each tub and count, but it needs to be done).
* Route closed components/paperwork.
* Organize parts that are still running and out of QC until the jobs are closed.
* Verify all paperwork is filled out correctly. Paperwork will need to either be corrected (sent back to QC) or given to Operations Manager to release material, enter shot weight, scrap etc. The job folder will then need to go WITH the tubs of product to 227.
* Load and unload inventory, with assistance from someone at each location.
* Assign the locations/put inventory away and note it on the paperwork that will then go to myself.
* Help re-package/re-label parts. This will be incredibly helpful so shipping does not have to stop what they are doing completely to do this (understanding that they will need to do this on occasion).
* Clean warehouse cleaned (swept, mopped etc).

Clean DMV required.Pre-employment drug test required.  |
| Supervisor’s Signature: |  | Date: |  |
| Employee’s Signature |  | Date: |  |
| Last Updated By: | Rebecca Hicklin | Date: | July 6, 2020 |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature and date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature and date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP of Operations