



### Job Posting

<b>Position:</b>	Stockroom Clerk	<b>Status:</b>	Non-Exempt
<b>Department:</b>	PC Ship Operations	<b>Range:</b>	\$16 - \$20

#### Position Summary:

Under direct supervision the Stockroom Clerk is responsible for performing such duties as receive and disburse materials, and process related paper work; check and count inventory and maintain material within a material storage area in a clean, orderly and safe condition; and assist in other production control functions.

#### Qualifications:

High school diploma or equivalent with two (2) plus years of experience in a manufacturing, logistics, or supply environment is a plus. Experience using Microsoft Office Suite – Word and Outlook is a plus. Ability to analyze and interpret data sets, and strong communication and organizational skills required.

#### Essential Functions and Responsibilities:

- Works with management to organize schedule changes due to backlogs, design changes, and material or labor shortages. May prepare work orders for production or purchase requests based on production schedules.
- Assists with evaluating production specifications and plant capacity data to determine manufacturing processes, tool, and manpower requirements.
- Plan, schedule, release, and control production orders based on MRP time-phased requirements. MRP time-phased requirements provide the lead-time offset, quantity, and dates to meet customer demand. The planning of production is to be performed in line with inventory management goals.
- Communicate production schedule with production departments. Clarify any open questions regarding the schedule.
- Assist with inventory management to include maintaining proper inventory levels/turns and disposition of excess/obsolete inventory in a timely manner.
- Participate in daily value stream meetings to review previous day's results and discuss current/future production.
- Perform direct labor planning for responsible departments.
- Monitor and evaluate production statistics, such as downtime, productivity, scrap, etc. and advise on performance to standards. Evaluate established time standards in relation to actual performance and recommend action as needed.
- Review capacity and develop a capacity report to identify time periods when capacity could impact the production department's ability to meet demand.
- Perform other duties as assigned.

#### Physical Requirements:



**Hearing:** Adequate to perform job duties in person, over the telephone, and on the production floor.

**Speaking:** Must be able to communicate clearly in person, over the telephone, and on the production floor.

**Vision:** Visual acuity adequate to perform job duties, including visual examination of manufactured parts and reading information from printed sources and computer screens.

**Other:** May require frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting coworkers when required. Adequate physical ability including sufficient manual dexterity to perform the requisite manufacturing duties. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift.

[Apply for this position here](#)