



## **Inventory Control Assistant**

A rapidly growing international market leader is seeking a top performer for their **Inventory Control Assistant** role. This key position will report directly to the Inventory Control Manager. This is an exciting opportunity to work for a stable, family oriented, business with a tremendous culture and team environment.

### **Inventory Control Assistant Duties and Responsibilities:**

- Supports the Inventory Control department by assisting with receiving goods and by scanning and pulling order requests in a timely manner
- Stocks received and returned inventory
- Organizes and maintains warehouse and inventory areas for efficient material storage and handling
- Completes necessary paperwork and signoffs as outlined in policies and procedures
- Transports materials with hand truck, pallet jacks and/or forklift as needed
- Develops and maintains good working relationships with internal departments
- Keeps a clean and safe working environment
- Other duties as assigned

### **Expectations:**

- Strong organizational and communications skills.
- Ability to multi-task, set priorities and meet strict deadlines.
- Proficient computer skills.
- Energetic and self-motivated.
- Experience using Sage MAS200, or similar, inventory management software is preferred but not necessary.
- Team Player

### **Education and Experience**

- High School Diploma or GED required
- Minimum of 1 year of experience in inventory preferred
- Experience using Forklift and Pallet Jack required

### **Benefits & Compensation:**

- Wages commensurate with experience
- Company subsidized Medical, Dental, and Vision benefits effective the first of the month following 30 days of employment, 401K with 3% Safe Harbor Contribution, Commission, 13 paid vacations days, 5 paid sick days and 12 paid holidays
- Growth opportunities are available