

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.
- May be asked on occasion to perform other duties not related to this job description.

Expectations:

- Strong organizational and communications skills.
- Ability to multi-task, set priorities and meet strict deadlines.
- Strong 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

Benefits & Compensation:

- Wages commensurate with experience
- Full medical & dental benefits, paid vacation & holidays, 401K, plus performance bonus
- Growth opportunities are available