



Inventory/Material Controller

Reports To: 405 Shop Supervisor

Revision Date: 8/1/2019

Status: Hourly

Department: 405 Production

Location: 405 Industrial Parkway

Position Type: Full Time

The **Inventory/Material Controller** is responsible for organizing, locating and distributing in process materials within establishments

Primary Duties:

- **JOB MATERIAL STAGING**
 - Locate in process job materials from inventory to designated staging areas
 - Read JobBOSS travelers and pack lists to determine best location for items being staged, gathered or distributed
 - Pick & Enter staging location in JobBOSS
 - Assist when needed to move job materials from one production staging area to another based on the work center and/or status of the job
 - Identify, tag and move completed jobs from production to shipping department
 - Identify, tag and move parts ready for outside service to shipping department
 - Identify, tag and move parts ready for paint to painting department
- **INVENTORY**
 - Sort and place inventory materials or items on racks, shelves or in bins according to predetermined location
 - Move finished good materials to predetermined finished goods location
 - Move unused materials from staging back to inventory or to the "scrap" location for future use
 - Prepare parts for shipment
- **OTHER**
 - Attend production meetings as needed
 - Clean and organize staging and inventory areas as directed
 - Assist in shipping parts via UPS World Ship & other duties as required and assigned

Requirements:

EDUCATION

- High school diploma or GED (General Education Diploma) equivalency

SKILLS

- Ability to apply common sense understanding to carry out simple one- or two-step instructions
- Ability to complete duties with limited supervision

ENVIRONMENT:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is required to stand; walk; and stoop, kneel, or crouch. The employee is frequently required to sit, reach with hands and arms, and talk or hear. The employee regularly lifts and/or moves up to 50 pounds. While performing the duties of this job the employee is occasionally exposed to moving mechanical parts and vehicles. The employee is regularly exposed to ambient lighting and can be exposed to extreme heat and extreme cold including climates consistent with outside weather conditions.