

JOB TITLE: Inventory & Finishing Associate

DEPARTMENT: Finishing

REPORTS TO: Finishing/Shipping Manager

DESCRIPTION: *One or more of the following tasks may be assigned:*

- Count, wrap and box manufacturing parts to Customer requirements and needs.
- Put parts into stock for inventory
- Pull parts from stock
- Use computer to check order and stock quantities.
- Required to properly locate and replace stock into inventory
- Required to review production Routings to ensure all operations have been performed.
- Delivery of parts to customers.

SKILLS REQUIRED:

- Able to use computer, familiarity with Infor/AS400 system a plus.
- Organizational skills and ability to correctly count.
- Some light to medium lifting ability required.
- Able to understand manufacturing Routings and their use.
- Knowledge of UPS, FEDX, DHL and trucking firms, and how to ship with these companies
- Valid Driver's License

EXPERIENCE REQUIRED:

None.

TRAINING REQUIRED:

None. (On the job training provided)

EDUCATION REQUIRED:

High School Diploma or Equivalent

APPROVED:

M. Greene

APPROVAL DATE

12/13/17