

Stockroom Clerk/Warehouse Helper

This key position is responsible for maintaining stock materials, equipment and the area in which it is all stored.

Employee will perform physical activities that include lifting, balancing, walking, stooping, and handling different types of materials daily.

Job Description:

- Operate material-moving equipment including forklift, pallet jack and hand truck
- Distribute materials to fellow employees as needed
- Process and inspect all incoming shipments for accuracy and quality
- Attach identification information to products, items or containers
- Pack, unpack, and label stock items and containers using identification tag or other labeling equipment
- Receives and fills orders as necessary
- Confer with operating and purchasing team members regarding procurement and stock availability
- Regularly inspect stock items for quantity, wear or defects
- Assists with the preparing of products and equipment for shipping
- Cleans maintains and organizes supplies, tools, equipment and storage areas to ensure ready access and compliance to safety regulations
- Safety sensitive position

Essential Skills:

- Must be a strong team player, capable of fostering and thriving in a close knit, cross functional team environment
- HS Diploma or equivalent
- Minimum two (2) years in a manufacturing environment working within a stock and/or receiving capacity
- Strong verbal communication skills
- Ability to coordinate with others, conveying information effectively
- Dexterity to adjust, repair, assemble, and prepare products, supplies, equipment, or other items, according to specifications or customer requirements
- Must be reliable with the ability to work overtime as needed

Non- Essential Skills:

- Experience working in a Research and Development environment



CONFIDENCE DELIVERED

Physical & Mental Demands:

- Required to sit, climb, balance, stoop, kneel, crouch or crawl
- Frequently lift and/or move up to 40 pounds
- Vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Ability to fulfill essential job function in a consistent state of alertness and safe manner
- Standing 70%, Walking 20%, Bending 10%

This job description is not all inclusive and is subject to change at any time.