

## Stockroom Clerk/Warehouse Helper

VJ X-Ray LLC is the global leader in developing and manufacturing integrated x-ray components and high voltage generators. Our mission is to be uncompromising in pushing boundaries of component design and manufacturing for every OEM partner.

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 jacks 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
- Receive and fill 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
- Assist with building maintenance as necessary

### 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
- Ability to multi-task, prioritize and anticipate work needs in a fast-paced environment with emphasis on quality, accuracy and timeliness

## Non- Essential Skills:

- Experience working in a Research and Development environment
- Basic computer skills (email, Excel, ERP, etc.)

## Physical & Mental Demands:

- Regularly required to sit, walk, bend, stoop and stand within an industrial environment
- Will need to repeatedly use hands & fingers to operate basic office equipment and operate hand and power tools standard to a production environment
- Expected to effectively communicate in person, on phone, and via email and other electronic devices on a continual and repetitive basis
- Responsibilities could require lifting, moving, staging, and placing of materials up to 50 pounds alone and heavier with assistance
- Vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to fulfill essential job functions in a consistent state of alertness and safe manner
- May be required to travel, domestically and internationally, by car and by air. Overnight stays may also be required.
- On a regular basis, will be required to:
  - use written and oral communication skills
  - read and interpret data, information and documents
  - be creative, make judgements, use reasoning and make decisions
  - observe and interpret situations
  - learn and apply new information or skills
  - perform detailed work on multiple, concurrent tasks
  - work under intensive deadlines with frequent interruptions
  - interact with internal and external customers holding positions from a wide array of disciplines and organizational hierarchy levels
- May need to communicate and effectively manage dissatisfied or frustrated customers and/or interface with difficult/demanding individuals

*This job description is not all inclusive and is subject to change at any time. VJ X-Ray LLC provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. The company takes affirmative action to ensure that applicants and employees are treated during the application process and post hiring employment without regard to any of these characteristics. Discrimination of any type is not tolerated.*