

## Inventory Clerk

In this position, the **Inventory Clerk** will work closely with the Maintenance Team to requisition parts as required to establish appropriate min/max levels of inventoried items as well as take a proactive role in identifying OEM parts for potential crossover opportunities that will improve parts availability and/or lower costs.

*The following is not all-inclusive; employees may be required to perform other duties as assigned by management*

### Duties and Responsibilities

- Reconcile incoming BOL.
- Check for damage and create a damage report.
- Open and unpack crates.
- Verify customer's paperwork and raise a discrepancy if not accurate.
- Verify part numbers and create initial shipping paperwork and track repair parts that are sent for repair.
- Sort, organize, and mark items with identifying codes, such as part descriptions or bin location or inventory control codes, so that inventories can be located quickly and easily, also includes moving like items to one location bearings, valves, etc.
- Use best practices to pack materials for shipment back to customer.
- Work with purchasing to align proper levels of procurement and establish priorities.
- Maintains Maintenance & Repair inventory in M&R storerooms and CMMS.
- Cycle counts M&R critical spares and corrects to established inventory levels.
- Work closely with MRO Buyer with parts receipts and confirmations.
- Collects completed work orders and inputs them into CMMS.
- Work on the floor with maintenance technician to understand parts functionality and assist as needed.
- Maintain storeroom spaces keeping them organized and clean.
- Perform inventory cycle counts to ensure inventory accuracy.
- Support buyer as needed working as a buyer in-training.
- May be required to expedite parts or pick-up parts if needed.
- Break down cardboard boxes for disposal/recycling.
- Must be able to obtain Forklift/Pallet Jack certification within 3 months.
- Perform other duties as assigned by management.

### Knowledge, Skills and Abilities

- Demonstrates broad knowledge and skills in primary area of responsibility.
- Demonstrates broad knowledge and developing skills in non-primary area of responsibility.
- Ability to multi-task with a high degree of accuracy, be self-motivated and possess the ability to work independently in primary area.
- Excellent verbal and written communication skills.

*Your employment with Cardinal will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason with or without cause. This letter is not a contract or guarantee of employment for a definite amount of time.*



- Experienced using MS Office Suite (Excel, Word, Outlook).
- Effective Math skills.
- Effective decision-making skills.
- Effective problems solving skills.

#### **Physical Requirements**

- While performing the duties of this job, the employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. Able to lift 50 pounds.

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