



Custom Dynamics

Inventory & Packaging Clerk



Summary/Objective

The inventory & packaging clerk position manages inventory through database and packages products to meet supply and demand.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Enter inventory adjustments of parts as needed.
2. Package products and assemble kits with required container elements.
3. Receive and verify invoices.
4. Verify quantity discrepancies.
5. Record and monitor all items with shelf life and notify appropriate personnel when material has expired.
6. Pull product from inventory to fill orders.
7. Prepare and participate in yearly physical inventory.

Competencies

1. Technical Capacity.
2. Organizational Skills.
3. Decision Making.
4. Initiative.
5. Basic mathematical skills.
6. Attention to detail.
7. Ability to meet deadlines.
8. Basic computer skill.
9. Ability to lift up to 70lbs.

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

This job operates in a warehouse environment. This role routinely uses standard office equipment such as computers, printers, walkie-talkies, sealers, pallet jacks, hand trucks, and a variety of computer applications.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



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The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 70 pounds and occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full time position. Days and hours of work are Monday through Friday 8:30am to 5:30pm. Occasionally evening, early morning, and weekend work may be required as job duties demand.

Travel

No travel is expected for this position.

Required Education and Experience

Previous inventory experience is required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____