# Receiving / Inventory Clerk

Logistics / Distribution / Operations / Manufacturing
Moncton, New Brunswick

**The Opportunity**

We are growing and looking for a motivated **Receiving / Inventory Clerk** to join our Operations team working in a high-volume manufacturing and customer order fulfillment facility located in Moncton, New Brunswick.

**Objective & Purpose**

- The Receiving / Inventory Clerk is responsible for the safe and accurate receipt, storage, handling and issuance of all stocked and non-stocked materials to support manufacturing and general business operations. As part of their daily activities the Receiving / Inventory Clerk will maintain a safe and clean working environment capable of supporting normal operations.
- This position requires a detail oriented and accuracy driven individual capable of quickly prioritizing activities to meet the requirements of daily production. This individual can operate in a computerized inventory controlled environment and is physically capable of performing the job functions of lifting and moving inventory.

**Principle Duties & Responsibilities**

- Physically receive all shipments from carriers, verify box counts and inspect packages for external damage; document and notify manager of discrepancies and/or damage when appropriate.
- Physically transfer production work orders from the inventory department to the production floor.
- Physically transfer production work orders from work center to work center on the production floor.
- Open all packages and verify part counts to the packing slip, match packing slip with the purchase order and receive parts into the computerized inventory control system.
- Work with Purchasing, Receiving, Inspection and/or Accounting to resolving inventory overages and shortages.
- Physically transfer all parts and receiving documentation to inspection department.
- Physically transfer all parts from Inspection department to the appropriately inventory warehouse storage location.
- Safely store all materials received in inventory warehouse and/or deliver to appropriate recipients as required.
- Ensure the accuracy of inventory records with physical stock.
- Assist Procurement with the expediting of material to the production floor.
- Notify appropriate personnel if/when in-house stock reaches reorder point or when ordered material is past the scheduled delivery date.
- Responsible for the receiving and storage of completed production subassemblies.
- Responsible for the posting of parts issued to appropriate jobs and accounts.
- Responsible for the kitting of all jobs for production as per the master production schedule.
- Responsible for the issuance of parts as required to support the manufacturing process and general manufacturing operations.
- Assist with the completion of the annual inventory count and reconciliation.
- Assist with the completion of inventory cycle counts, investigate variances and reconcile inventory discrepancies.
- Complete inventory movements and transfers in computerized inventory system.

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- Organize and maintain a clean and safe receiving/inventory work area by breaking down packaging, disassembling unnecessary crates and removing any and all safety hazards.
- Additional duties as required.

**Education, Training & Experience**

- Community College Business or Material Handing diploma or a minimum of 2 years inventory control experience in a manufacturing environment.
- Previous experience with computerized inventory systems; SYSPRO preferred.

**Skills and Competency Requirements**

- Proven ability to work in a high paced multi-tasking environment.
- Computer proficiency with Microsoft Office (Excel and Word)
- Strong attention to detail and inventory picking accuracy.
- Strong written and verbal communication skills
- Proven ability to effectively prioritize activities.
- Strong understanding of Work Orders and Bills of Materials.
- General understanding of basic accounting principles.
- Self-motivated and capable of working independently with limited supervision.

Preference will be given to applicants that can prove a successful track record.

Please submit your detailed resume outlining your recent experiences, including copies of all diplomas, degrees and/or certificates.

Only those who will be considered for the next step of the application process will be contacted

**Resume and Cover Letter should be forwarded to Jodi Mattatall at** mattatall.j@greystoneenergy.com **before February 28th, end of day.**

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