



Receiving / Inventory Clerk

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 shipments from carriers, verify box counts and inspect packages for external damage; document and notify manager of discrepancies and/or damage when appropriate.
- 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 (Syspro).
- Perform visual inspection of parts referencing technical specification documents when required.
- Work with Purchasing, 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.
- Responsible for the receiving and storage of completed production subassemblies.
- Assist with the completion of the cycle counts and/or annual inventory counts and reconciliations as required.
- Complete inventory movements and transfers in computerized inventory system.
- Organize and maintain a clean and safe receiving/inventory work area by breaking down packaging, disassembling unnecessary crates and removing all safety hazards.
- Additional duties as required.

Education, Training & Experience

- Community College Business or Material Handling 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.
- Work well with a team.
- Ability to operate a forklift is required.
- 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.

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

Applications should be forwarded to Jodi Mattatall.

Please email resume and cover letter to mattatall.j@greystoneenergy.com