



## Job Description

<b>Job title:</b>	Inventory Clerk
<b>Location:</b>	Ramsey, NJ
<b>Contract:</b>	Permanent
<b>Hours of work:</b>	40 hours per week – some evening and weekend work may be required
<b>Department:</b>	Inventory
<b>Reporting to:</b>	Inventory Supervisor

### Job Purpose

To ensure the smooth flowthrough of parts and goods in and out of our Inventory department, through effective picking, goods in and dispatch processes.

### Job Role

As an Inventory Clerk, you will work within a busy Inventory team, reporting to the Inventory Supervisor. You will learn all aspects of Inventory, including picking, goods in and dispatch, to effectively carry out these processes efficiently and effectively.

You will be expected to report any stock issues to the Inventory Supervisor and liaise with staff to fulfil or direct their requests for stored goods.

### Duties & Responsibilities

- Picking items for these lists, working to target set and ensuring accuracy for batch control;
- Completing dispatch tasks, ensuring all aspects including making boxes, labelling, and packing are accurate and efficient;
- Develop in-depth knowledge of all stored products, their part numbers, locations, and batch control;
- Process goods in and stock put away;
- Maintain and update the shortages board and report shortages to the Inventory Supervisor;
- Aid the Inventory team in general warehousing duties to ensure deadlines are achieved;
- Understand and comply with procedures in place to fulfil your goals in the Inventory role and aid the Inventory Supervisor with improving and developing these procedures;
- Aid stock management using cycle sheets;
- Identify stock control/movement issues and be proactive in rectifying these problems;
- Provide cover throughout Inventory in times of absence, where required;
- Training of less experienced Inventory team members, where required;
- The Inventory clerk will complete related tasks in the Inventory Supervisor's absence, where required.

You may be required to complete other tasks, as required by the business.



## Person Specification

Qualifications
<ul style="list-style-type: none"><li>No specific qualifications are required to be successful within this role</li><li>Forklift Reach Truck qualification desirable but not essential</li><li>US Driving License desirable but not essential</li></ul>
Experience
<ul style="list-style-type: none"><li>Experience working within a fast-paced Inventory/warehouse environment</li><li>Experience using ERP computer systems</li></ul>
Knowledge & Skills
<ul style="list-style-type: none"><li>Proficient in the use of IT</li><li>Excellent communication skills</li><li>Strong attention to detail</li><li>Ability to manage own workload</li></ul>

## Job Requirements

Levels: 1 = basis, 3 = proficient, 5 = expert	level	Must	Nice to have	Remarks if skill not available
English spoken and written, fluently	5	X		
Experience of working in a fast-paced Inventory/warehouse environment	5	X		
Strong attention to detail	5	X		
Excellent communication skills	4	X		
Good IT Skills	4	X		
Experience using ERP systems	3		X	
Full US Driving License	3		X	
Forklift License (Reach Truck)	3		X	
Knowledge of FactoryMaster	3		X	Gained through internal training
Knowledge of SmarTeam	3		X	Gained through internal training