

**Summary:**

The Inventory Control Clerk III will receive stock and supply material for SBI production.

**Essential Duties:**

Cycle count and maintain inventory levels and locations  
Receive, ship or package inventory as needed  
Maintain and transact in computer tracking system all inventory movement  
Interact with internal customers regarding job orders, issues and requirements  
Stock vending machines and lunchroom supplies  
Adhere to and follow all ISO 9001 standards and GMP's and serve as a model for compliance to regulations and standards in all aspects of the job  
Develop ideas and procedures to work towards continual process improvement.  
Support production and activities of the company in an efficient and timely fashion  
Other duties as assigned

**Equipment Used:**

Personal Computer  
Forklift  
Pallet Jack  
Company fleet vehicle

**Job Specifications:**

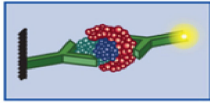
3 years general manufacturing  
High school diploma or equivalent  
Excellent oral and written communication skills  
General personal computer knowledge  
Valid and clean California Drivers License  
Intermediate skills in Microsoft Word, Excel and Outlook

**Working Conditions/Physical & Mental Demands:**

Warehouse environment  
Lifting up to 95 pounds  
Refrigerator and freezer type environment, temperature as low as (but not limited to) -25F

**Supervision of Others:**

N/A



**Monetary Responsibilities:**

N/A

**EEO:**

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.

**Ethics:**

All employees are accountable for conducting their daily business responsibilities in an ethical and moral manner.

The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.