

Inventory Control Clerk III Job Description

Summary:

- To cycle count and maintain inventory levels and locations
- To receive, ship or package inventory as needed
- To maintain and transact in computer tracking system all inventory movement
- To 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.
- To develop ideas and procedures to work towards continual process improvement.
- To support production and activities of the company in an efficient and timely fashion.

Essential Duties:

Cycle count all inventory part numbers and ensure accuracy in computer tracking system

Receive parts into proper location as well as ensure accuracy in computer tracking system

Monitor and maintain inventory transactions and locations

Interact with internal customers regarding job orders, issues and requirements

Stage and prepare parts for shipment and or departmental movement

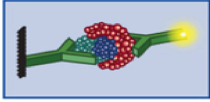
Must be able to lift 95 pounds

Regular, reliable and predictable attendance

Other duties as assigned

Job Specifications:

- 3 years general manufacturing
- High school diploma or equivalent
- Average oral and written communication skills
- General personal computer knowledge
- Valid California driver license, current proof of insurance and clean driving record
- Intermediate skills in Microsoft Word, Excel and Outlook
- Set and adhere to the highest level of integrity, morals and ethics.
- High degree of professionalism with the ability to be a high energy, passionate champion for the company.



- Sensitivity to customer requirements and align action in accordance with customer needs.
- Stay in close communication with management
- Strong team skills; must be willing to pitch in to get the job done.
- Credibility with peers, senior management, business partners, relevant agencies and customers.
- A bias for action; demonstrates a track record of achievement.
- Excellent strategic thinking.
- A Comfort level with challenging others and having your own ideas challenged.
- The ability to set the highest standards of achievement.
- The ability to set and adhere to the highest level of integrity, morals and ethics.
- A high degree of professionalism with the ability to be a high energy, passionate champion for the company.
- An ability to be a part of closely-knit teams and interacting effectively across disciplines.
- Sensitivity to internal and external customer requirements.
- Ensure alignment with internal customer needs.
- Implement continuous improvement initiatives to ensure maximum productivity.
- Adhere to all GMP and ISO guidelines.
- Any time you are unable to report to work due to illness you must speak directly to the supervisor. If that person is not available then to Human Resources. It is not acceptable to leave voice mails, e-mails or messages with co-workers.

Equal Employment Opportunity (EEO):

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