



BARN LIGHT

ELECTRIC COMPANY®

Job Title: Material Handler
Department: Inventory
Reports to: Manufacturing Supervisor

Supervisory Responsibility: No
FLSA Status: Non-Exempt
Physical Demands: Level III

Job Summary: Responsible for maintaining records of all inventory, producing inventory reports for the Materials Manager on a regular basis. Ensure all items are in stock and are organized and replenish as necessary to the demand of the min/max.

Essential Duties and Responsibilities:

- Counts all products and supplies.
- Analyzes system inventory and compares to physical inventory.
- Reports any discrepancies to Senior Inventory Lead or Materials Manager.
- Maintains cleanliness and organization of the stockroom.
- Creates requisitions for inventory.
- Locates and removes ECO change inventory.
- Packs up defective items for return.
- Works with Senior Inventory Lead to brainstorm ways to reduce inventory discrepancy and shrinkage.
- Uses computerized inventory software to record, track, and maintain all inventory related data.
- Accepts and signs for deliveries.
- Unloads deliveries and stores them appropriately in the stockroom.
- Adjusts inventory reports to account for new deliveries.
- Ensures that all stock on floor is organized, properly stored, and in good condition.
- Works well with a team.
- Adheres to all company policies, procedures and business ethics codes.
- Maintain regular and prompt attendance
- Perform other duties as assigned.

Required Skills

- Demonstrates proficiency in the use of inventory software.
- Possesses physical strength necessary to unload and restock supplies.
- Pays close attention to detail.
- Demonstrates strong organizational skills.
- Exhibits ability to think creatively in order to devise best inventory control practices

Preferred Skills

- Work experience in manufacturing and/or inventory control is strongly preferred.
- Microsoft knowledge required

Educational/Certification/License Requirements

- High School Degree or equivalent

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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