

ACTION TARGET INC

Inventory Clerk

Department: Shipping & Receiving

FLSA Status: Non-Exempt

Grade/Level:

Work Schedule:

Monday - Friday 7:00 am - 3:30 pm

Job Status: Full Time

Reports To: Justin Muir

Amount of Travel Required: No travel required

Positions Supervised:

None

POSITION SUMMARY

Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard. Keep records and compile stock reports.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Receive and count stock items, and record data manually or using computer.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Keep records on the use and/ or damage of stock or stock handling equipment.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
- Dispose of damaged or defective items, or return them to vendors.
- Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
- Issue or distribute materials, products, parts, and supplies to customers or coworkers, based on information from incoming requisitions.
- Purchase new or additional stock, or prepare documents that provide for such purchases.
- Compile, review, and maintain data from contracts, purchase orders, requisitions, and other

documents in order to assess supply needs.

- Determine sequence and release of back orders according to stock availability.
- Prepare products, supplies, equipment, or other items for use by adjusting, repairing or assembling them as necessary.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/ her actions.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.

SKILLS & ABILITIES

Education : High School Graduate or General Education Degree (GED)

Experience : One to two years related experience

Computer Skills

Certificates & Licenses

Other Requirements

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	N (Not Applicable)
Walk	C (Constantly)	11-20 lbs	N (Not Applicable)
Sit	O (Occasionally)	21-50 lbs	N (Not Applicable)
Handling / Fingering	C (Constantly)	51-100 lbs	C (Constantly)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	C (Constantly)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	N (Not Applicable)

Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	O (Occasionally)	26-40 lbs	C (Constantly)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/ day)
- F (Frequently)** Occupation requires this activity from 33%- 66% of the time (2.5 - 5.5+ hrs/ day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/ day)

Other Physical Requirements

WORK ENVIRONMENT

Manufacturing environment

Prepared by: _____ Date: _____
Approval Signature: _____ Date: _____
Approval: _____
Approval: _____
Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/ or assign tasks for the employee to perform, as the Company may deem appropriate.