

## Inventory Clerk – Cycle Counter

Sioux Falls, South Dakota

<p><b>POSITION PURPOSE</b></p>
<ul style="list-style-type: none"> <li>• Verify inventory accuracy of component parts inventory, identify the cause of inventory discrepancies and work with responsible department to implement lasting solution to problem</li> </ul>
<p><b>ESSENTIAL DUTIES &amp; RESPONSIBILITIES</b></p>
<ul style="list-style-type: none"> <li>• Satisfy requests from Inventory Control personnel for physical counts of specific parts and materials at AmesburyTruth and several supplier locations; operate various scales in converting weights to accurate piece counts; operate fork lift trucks in transporting parts</li> <li>• Locate parts which have been improperly inventoried, determine cause of discrepancy if possible, and adjust computer information as necessary</li> <li>• From computer generated printout, perform location surveys to verify parts location; determine cause of discrepancy, correct computer information as necessary</li> <li>• Conduct and assist with various audits to verify quantities and ensure accuracy of computer information</li> <li>• Safely operate forklift and other material handling equipment in verifying accurate piece counts and weights</li> <li>• Assist in maintaining warehouse storage areas in a clean and neat manner to facilitate production and minimize safety hazards</li> <li>• Conduct daily cycle counts of required part numbers</li> <li>• May be required to assist with scrapping of obsolete parts</li> <li>• May fill in for Shipping Clerk or Receiving Clerk as needed</li> <li>• Responsible for working safely and following all safety rules and procedures throughout the plant</li> <li>• Work cooperatively with others under little supervision</li> <li>• Perform other duties as assigned</li> </ul>
<p><b>KNOWLEDGE / SKILLS / ABILITIES:</b></p>
<ul style="list-style-type: none"> <li>• Work accurately in performing routine mathematical calculations converting weights to piece counts</li> <li>• Recognize parts and their corresponding part numbers. Skill in operating various scales in the prescribed manner</li> <li>• Skill in operating forklift in a safe and approved manner</li> <li>• Must be reliable, cooperative, a self-starter and can work well with people</li> <li>• Must have neat, legible handwriting</li> <li>• Knowledge of inventory procedures, parts and materials used throughout the plant</li> <li>• Problem Solving and Decision Making - Reviews part transaction history to determine cause of discrepancy. Determine location of parts in minimum time. Determine the stage of work in process for various parts and subassemblies</li> </ul>

**QUALIFICATIONS / PRIOR EXPERIENCE:**

- High school or equivalent
- Must have a valid forklift license and material handling experience

**WORK ENVIRONMENT:**

- Equipment Operated - Reach and Sit down forklifts, Order Picker, Scissor lifts, scales, battery charger, and calculator
- Position interacts with individuals from various areas of the plant and must adopt a team attitude to achieve department as well as company goals
- The incumbent may participate in small group activities such as safety meetings, task teams or other improvement efforts
- Physical Effort Required - Daily heavy lifting of materials. Continuous standing and walking
- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits. PPE requirements include safety glasses and reflective clothing

The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

AmesburyTruth is committed to diversity and inclusion. If you are selected to participate in the recruitment process, please inform us of any accommodations you may require. The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

***Please send resumes to [careers@amesburytruth.com](mailto:careers@amesburytruth.com)***