



JOB OPPORTUNITY

POSTING DATE: June 14, 2006
DEPARTMENT: Logistics
REPORTS TO: Director, Supply Chain and Logistics
JOB TITLE: Stockroom Clerk
HOURS: 1st Shift, Monday-Friday

PURPOSE: Supply and maintain materials for the organization.

RESPONSIBILITIES:

- Assign, locate and move materials received to appropriate stockroom location.
- Locate and pull materials to fulfill work orders, kits and individual requests.
- Maintain accurate records of all material, equipment, and supply movements.
- Prepare and label materials with bar coding and box labeling as necessary.
- Assist with cycle counts to ensure inventory accuracy.
- Process work orders and sales orders for shipment.
- Maintain consignment inventory and visual reorder parts.
- Comply with all applicable PDSi quality system requirements.

QUALIFICATIONS:

High School diploma or general education degree (GED) required. Minimum of two years experience in inventory control required. Must be organized and detail oriented, with the ability to prioritize.

Physical Demands: Position requires lifting up to 50 lbs. on a repetitive basis.