

<b>Position Title:</b>	Stockroom Associate
<b>Location:</b>	East West Raleigh
<b>Department:</b>	Stockroom
<b>Reports To:</b>	Stockroom Supervisor
<b>Work Hours:</b>	7:00 am – 3:45 pm

## ❖ Purpose of Position

- The primary duties of the stockroom clerk are to receive, manage and account for materials in the stockroom. Clerk verifies shipping invoices against materials received. Assist in distribution of products from the stockroom to the manufacturing floor for assembly. When order is complete, pack and ship to customer as directed.

## ❖ Key duties/Responsibilities of Position

- Receive shipments and check delivery against packing slip and note any discrepancies
- Distribute received parts to stockroom shelves maintaining order and system
- Route all necessary documentation to property department/area
- Pull the correct parts per written instructions, box kit and deliver to assembly floor
- When finished product returns to stockroom, pack per requirements, seal according to correct policies, label and put in area for pick up meeting all required timelines for shipment
- Coordinate with co-workers to accomplish large tasks according to schedule
- Inventory stock of materials, supplies and parts
- Assist supervisor in updating computer system
- Review reports and complete schedule as directed by supervisor
- Perform clerical duties as assigned
- Keep stockroom neat and orderly
- Prepare documents and reports as required
- Update inventory reports at supervisor's request
- Other duties as assigned by supervisor
  
- This position description/summary reflects the management's assignment of essential functions; it does not prescribe or restrict any other tasks that may be assigned.

## ❖ Position Job Requirements

- High School Diploma
- Comply with safety regulators for moving heavy objects and using machinery
- Computer/Software qualifications; have some knowledge of Microsoft Excel, Word and Power Point and ability to be trained to use PCMRP and shipping systems

## ❖ Core Competencies

- Strong attention to detail, organize and prioritize, and on-time completion

- Ability to communicate and interact effectively with manager, co-workers, customers, and vendors
- Ability to follow directions and policies established by East West

### ❖ Work Environment

- Work environment involves low risks or discomforts which do not require special safety precautions. Protective clothing (ESD Smocks) or gear such as safety glasses may be required (supplies will be provided as needed).

### ❖ Physical Demands

- Work requires some physical strain such as long periods of standing and walking in a production facility and lifting of moderately heavy items such as test equipment, kits, and product cases. Other physical demands include crouching, bending over, and reaching.