**Job Description for Parts Clerk**

**Skills:**

* Industrial and Facilities Maintenance
* Managing inventory using Master Sheets and tab ware
* Certified Forklift Operator
* Safety Team Member
* Proficient with Excel

**Professional Experience:**

* Oversee two inventory personnel responsible for daily organization, cleanliness, Tab ware and inventory reconciliation on high volume items.
* Inventory management for multiple packaging lines.
* Parts and materials according to established budget by managing the hands-on inventory levels to established parameters, minimizing inventory shrink by placing purchase orders, maintain proper storage of inventory, receiving inventory and ensuring accurate product receipt, and assisting with discrepancy resolutions.
* Check with Cycle counters for inventory and documents for monthly reports
* Record keeping including invoices, work orders, inventory reports, and entering every item into the system.
* Inspect materials when they arrive, and assure that they are in good condition if not, note on the BOL before signing off shipments and notify buyers and vendors directly.
* Take ownership for improvement and design, review and modify inventory and materials management processes, procedures, and reports for the purpose of improving and/or maintain inventory accuracy and optimizing overall and materials stock holding including the budgeting and approval process.
* Review work orders and issue parts to maintenance personnel and attempt to streamline work orders to be done simultaneously to reduce machine downtime.
* Responsible for inventory for Maintenance department, order parts and tools, and hand out work orders to maintenance crew.