

STOCKROOM CLERK

POSITION OVERVIEW:

This professional provides a wide variety of stockroom duties including data entry and calculating to maintain accurate inventory. Will focus on supporting internal customers with excellent customer service while being detail-oriented, accurate and proactive.

RESPONSIBILITIES

- Counts, sorts, and weighs incoming parts to verify receipt
- Stores parts in bins, on floor, or on shelves, being able to identify inventory by part numbers
- Completes and processes various parts to ensure accuracy of stock memos and pick lists
- Verifies inventory for completeness and accuracy, proactively resolving discrepancies
- Distributes & routes material per pick list and stock memo instructions
- Interfaces with all types of employees, answering questions related to inventory
- Completes re-order requisitions with vendors when stock is low
- Files related documents and maintains filing systems
- Backs up receiving department staff when needed
- Other tasks may be assigned

SKILLS REQUIRED

- Comfortable with basic MS Word & Excel skills
- Strong attention to detail
- Analytical and precise
- Problem-solving skills
- Organizing skills
- Provides consistent, quality work
- Takes full responsibility & ownership for work
- Counts items 1 to 10 several times in a row, perfectly
- Adaptable to work environment and unforeseen situations
- Provides excellent customer service skills, including being personable and friendly
- Enjoys being in a support role
- Attendance is reliable and punctual
- Must occasionally lift and/or move up to 50 pounds.

DESIRED EDUCATION & SKILLS a PLUS

- High school degree or GED
- One year or more of stockroom experience
- Manufacturing inventory control knowledge

This is a full-time, exempt position reporting to the Supervisor of Inventory Control. Hours are 8:00 am to 4:30 pm. Some overtime is possible, and some Saturday work will be requested on rare occasions.

Continental Electronics

Not eligible for remote work. Our location is in East Dallas off I30 and Buckner Blvd.

Must successfully complete criminal background check and drug screen test.

Benefits:

- 401(k)
- 401(k) matching at 6%
- Medical insurance family options
- Dental insurance family options
- Vision insurance family options
- Flexible spending account & HSA options
- PTO (3 weeks in a full year)
- Tuition reimbursement after 1 year of service
- Life insurance options
- Disability plan

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; stand; walk; twist; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate however can be loud for extended periods of time.

Equal Opportunity/Affirmative Action Employer and embraces diversity in our employee population. It is our company policy to provide equal opportunity to all qualified applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or genetic information. CEC will refrain from discharging, or otherwise discriminating against, employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants.