



Open Position: General Warehouse and Inventory

Email: tabell@rocnetssupply.com to apply

Position Description:

This role has a primary function of entering, changing, moving inspecting and pulling inventory for both purchased and consigned materials. This includes: Cycle Counts, Order Management, Scrap, and Site/Location Consolidations. There will also be a portion of time designated to cross training with other positions and filling in where we might have short comings due to absences or time restraints.

Major Areas of Responsibilities:

INVENTORY

- Physically inspect and identify parts for inventory, taking note of any damage or oddities to bring to management
- Input items into NetSuite properly
- Conduct inventory checks for those who require it in a timely fashion
- Pull Parts from stock to fulfill Sales Orders, and put away stock or consignment items
- Physically and systematically move discrepant and/or damaged items to scrap
- Safely arrange warehouse inventory and locations often, keeping consignments separate and accurate, including doing Bin/stock Transfers
- Report any obscurities, operational changes or procedure changing information to management

Primary Objectives:

- Meet cost, productivity, accuracy and timeliness targets
- Contribute to the team to allow us to comply with laws, regulations, safety and ISO standards
- Reduce down time, keep warehouse clean, stocked and organized
- Cross train and pitch in when we are short handed in different operations departments
- Understanding NetSuite and all the transactions necessary in this role

Required Knowledge, Skills, and Abilities:

Educational Experience:

- GED or Equivalent & 5 Years or more similar experience
- Prior computer Experience
- Prior NetSuite Experience a plus
- Microsoft Office/Excel experience a plus
- Quality Control

Physical Demands:

- Ability to lift 75 pounds or more

Work Environment:

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. The passage of employees through the work area is average and normal.

To Apply:

Send resume to tabell@rocnetssupply.com
