

**Position Profile:**

The purpose of the Inventory Clerk is to verify, track and record materials and finished goods and to help support the accuracy count of all inventory quantities while ensuring location accuracy.

**Work Responsibilities:**

Responsible for tracking inventory as it moves from raw material to finished goods, noting discrepancies, schedule changes and outliers

Responsible for loading finished goods while communicating inventory levels and product arrival/departures between facilities

Identify, report and maintain accurate log of production overruns while utilizing FIFO to pull product overages as they align with the production schedule

Supports raw material & finished goods inventory coordination; reports on inventory as needed; completes special and scheduled inventory counts; supports all physical inventory activities.

Assist in unloading containers/trucks, as needed. Responsible for overseeing physical inventories/cycle counts/random or receipt audits/reconciliations.

Completes any required paperwork, forms, logbooks as part of inventory process.

**General Responsibilities:**

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend or after-hours work, as approved by your manager.

Performs other work as assigned.

**Minimum Qualifications**

- A High School Diploma or equivalent
- One year of experience in a warehouse or production environment
- Forklift driver certification
- Current Driver's License

**Computer and/or software qualifications:**

- Basic level of proficiency in Microsoft Excel and Microsoft Word

**Core Competencies:**

- A strong attention to detail and accuracy
- Strong math skills - ability to multiply, add, subtract, divide – works with fractions, weight & metrics
- Ability to troubleshoot discrepancies

- Strong problem-solving skills
- Ability to quickly adapt to shifting priorities and manage multiple tasks simultaneously
- Ability to work in a team environment
- Ability to maintain a strong and consistent attendance history

**Travel Requirement:** Minor levels of travel using personal vehicle between warehouses and other company locations.

**Working Environment and Physical Demands:**

- Manufacturing and warehouse with constant walking, standing, bending, stooping, reaching and pulling required. The work environment is frequently in non-conditioned space with moderate noise levels.
- Ability to lift 25 pounds receptivity and 50 pounds occasionally.
- Frequent exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures.
- Frequent exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments.
- Periods of stress may occur