



JOB DESCRIPTION AND DUTIES

JOB DESCRIPTION SUMMARY

This position is a key role in our Warehouse department. Their main responsibility will be to manage our inventory. Making sure our counts, lots and locations are accurate. They will also assist in shipping and receiving to make sure all parts are received and shipped in a timely manner. Attention to detail and ability to research and resolve issue will be the key to success in this position.

DUTIES

1. Inventory Control (Weight 40%)
 - a. Create and collect weekly Cycle counts for Production and Warehouse.
 - b. Reviewing any variances and improve processes to eliminate future disruptions.
 - c. Adjust Inventory as needed for internal use or unit of measure issues.
 - d. Help determine best practices for moving and managing inventory
2. Shipping (Weight 25%)
 - a. Pre-packaging inventory in standard release quantities.
 - b. Order picking using handheld scan gun to verify correct part and lot being picked.
 - c. Package and process orders with various small package carriers such as UPS, FedEx, and DHL using the Epicor ERP software program.
3. Receiving (Weight 25%)
 - a. Receive incoming product from suppliers using the Epicor ERP software program, comparing packing slip with parts received to ensure correct part number and quantity.
 - b. Stock put away, using system generated stock sheet to place parts into correct stock location
 - c. Ensuring all stock has been rotated by lot number.
4. Other duties as assigned (Weight 10%)

WORKING CONDITIONS

1. 40 hours over 5 days per week.
2. Agility EMS Warehouse & Production Environment
3. Must be able to lift up to 50 lbs.
4. Customer visits and external training as needed.
5. Ensure Agility EMS culture and core values are reflected in all interactions.

EDUCATION, SKILLS, and EXPERIENCES

1. High School Diploma Required, 2-year degree preferred
2. Three or more years working experience in related field.
3. Ability to work competently within company systems: Epicor, SharePoint, Microsoft Office (Excel, Word, PowerPoint), UPS or FedEx Shipping Software
4. Operate in an organized method with high attention to detail.