



**JOB TITLE:** Data Entry Stock Clerk

**PAY SCALE:** \$9-\$12 (DOE) /HR; PT

**SCHEDULE:** VARIES

**JOB DESCRIPTION:**

The Data Entry Stock Clerk will work closely with the Instrumentation & Electrical Supervisor as well as with the Maintenance Supervisor. He/she is responsible for ensuring parts are kept stocked, neat and entered into inventory.

This employee shall be highly involved in quantity and quality control of all parts and tools.

**JOB SUMMARY:**

- Ability to read and interpret documents such as packing slips and purchase orders
- Record purchases and physical count of inventory
- Ability to use Excel for data entry purposes in order to monitor inventories
- Monitor reorder points and replenish stock as needed
- Make appropriate inventory adjustments in data entry system
- Ensure parts are kept neat and in orderly fashion
- Physical ability to work standing and/or sitting for long periods of time
- Perform daily receiving of parts
- Other duties as assigned

**SPECIAL REQUIREMENTS:**

- Physical ability to work standing and/or sitting for long periods of time
- Ability to lift 50+ pounds, stand, kneel, stoop and sit for long periods of time
- Possess a combination of skills including Microsoft Office – Intermediate Excel; basic mechanical, electrical and/or instrumentation skills

**BASIC REQUIREMENTS:**

- Ability to pass employment physical and drug tests
- Ability to adapt to changing situations and to handle competing demands with flexibility and professionalism
- Must have reliable transportation
- Strong work ethic
- High attention to detail
- Must work well with others
- Local Candidates Only

**EDUCATION REQUIREMENTS:**

- High School Diploma/GED minimum/College Preferred – with mechanical, technical background
- Must have above-average oral, written communication skills
- Ability to work well with others and be self-directed with general supervision
- Computer skills (Microsoft Office programs)