

Company : NB Corporation of America

Address : 930 Muirfield Drive, Hanover Park, IL 60133

Position : Inventory Control Staff

Wage range : DOE

Full time or Part time : Full time(37.5 hours/week)

Supervisory responsibilities : NONE

Duties/ Responsibilities :

- Maintains accurate daily records of goods received.
- Manages and maintains inventory system.
- Updating the quantity of the goods in ERP system.
- Conducts frequent spot and partial audit of physical inventory(counting goods in the warehouse and adjust discrepancy when needed)
- Assists with periodic(at least semi-annual) physical inventory audits.
- Operates forklift truck when necessary(optional)
- Assist the warehouse employees if there is quantity discrepancies when they are pulling the goods from the shelves.

Required skills/Abilities :

- Excellent communication skills with warehouse workers and Inventory control/Purchase department.
- Basic understanding of inventory control procedures.
- Extremely organized and meticulous.
- Able to work with minimum supervision.
- Ability to perform basic math calculations.

Physical Requirements :

- Prolonged periods standing in our warehouse and working on sorting out goods received.
- Must be able to lift up to 40 pounds at times.
- Must be able to navigate warehouse and reach items both high and low.
- Prolonged periods sitting at a desk updating the information in our system.

Other notes :

- This position requires the employee to work approximately 50~80% of the time in the warehouse depending on the required task on that day and workload.