

TekTone Sound & Signal Mfg., Inc.

Job Title: **Kitting/Inventory Clerk**

Department: **Warehouse**

Reports To: **Materials Manager**

ROLES

- Actively apply Lean Manufacturing concepts as an avenue for continuous improvement.
- Set good example of work habits for others to follow, such as using time wisely, resolving issues efficiently, participating only in value add or necessary system required activities.
- Responsible for inventory control of raw material
- Supports Manufacturing
- Applies QA standards and Tektone procedures
- Supports TekTone commitment to product excellence, product quality and customer satisfaction.
- Performs to the best of his or her ability to deliver high quality products and services that satisfy customer requirements.
- Actively promote safety and good housekeeping practices.

RESPONSIBILITIES

- Support all inventory management activities.
- Maintain climate control room. Obtain and record readings from climate control room at beginning, mid and end of day; Notify necessary personnel if readings are outside the acceptable range
- Kit work orders by following Tektone procedure P7.5.6
- Kit work orders for production and shipping in order of urgency
- Responsible for creating labels for work orders
- Support Manufacturing as required
- Transport materials, goods, tools, etc to and from Manufacturing as required
- Maintain KANBAN levels as established
- Maintain FI-FO System in all transactions and warehouse activities
- Transport all approved components to their assigned locations
- Ensure that all components are properly stored and identified at all times per procedure P7.5.11
- Updates “waiting on part” board in a timely manner
- Complete inventory transfers as requested
- Assists shipping/receiving when necessary
- Report any parts that leave the warehouse by means other than a work order
- Performs inventory cycle counts on materials as required
- Demonstrates strong communications with other departments in the facility.
- Maintains clean, organized and safe work area keeping with the 5 S system
- Supports management of engineering inventory and kitting as necessary
- Other duties as required

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form;

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and high, precarious places.

The noise level in the work environment is usually moderate.