



Inventory Warehouse Technician

O*Net code: 43-5081.03 - Stock Clerks- Stockroom, Warehouse

LOCATION/DEPT: Albuquerque, NM Headquarters
STATUS: Full Time – Non-Exempt
SUPERVISOR: Supervisor – Warehouse/Inventory

GENERAL JOB DESCRIPTION

Under the supervision of the Inventory Supervisor, the Inventory Warehouse Technician will receive and stock inventory, run company errands; deliver packages/letters to specific departments; pick up and drop off parts to suppliers; assist with the process to pull stock kits from the stock/inventory for assembly of machines. The individual will use (EPICOR) ERP software to track inventory.

PRINCIPAL RESPONSIBILITIES:

- Shipping/Receiving responsibilities.
- Pack and unpack items to be stocked on shelves in warehouses.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
- Placing received parts onto shelves in the stockroom.
- Store items in an orderly and accessible manner in warehouse, supply rooms, or other areas.
- Pulling job kits from stock.
- Issue or distribute materials, products, parts, and supplies to customers or coworkers, based on information from incoming requisitions.
- Transacting inventory movements in ERP software.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Using company vehicle to pick up parts from local suppliers.

SKILLS REQUIRED:

- Knowledge of Microsoft Office
- Reading Skills
- Communication Skills
- Vehicle Driving Skills
- Ability to use GPS, Google Maps, or be familiar with the metropolitan area
- Forklift Driving Skills
- Math and Counting Skills

QUALIFICATION STANDARDS

Education:

- High School Diploma or equivalent

Experience:

- Warehouse experience.
- Forklift Driving experience.

Preferred:

- 1 - 3+ years of warehouse and inventory experience

Other:

- Must have valid and current driver's license
- Must be insured with minimum state requirements
- Must have clean driving record

KEY COMPETENCIES

- Strong Work Ethic.
- Customer Service Etiquette.
- Ability to Locate Information.
- Ability to follow directions and safety rules and regulations.
- Ability to work well as a cross-functional team member.

WORKING CONDITIONS

- Warehouse Setting.
- Must wear personal protective equipment (PPE) such as goggles, respirator, etc. in designated areas.
- May be required to wear Safety Boots.
- Will be required to wear Optomec uniform t-shirts (provided).
- Lab/warehouse environment contains metal powders, chemicals, etc.

PHYSICAL REQUIREMENTS

- Daily local travel using company truck, as required.
- Forklift driving in warehouse, as required.
- Must be able to lift up to 70 lbs.

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