

PRECISION ASSEMBLY, INC.

JOB DESCRIPTIONS & SPECIFICATIONS

JOB TITLE: Inventory Tech I **SUPERVISOR'S TITLE:** Materials Manager
DEPARTMENT: Material **FLSA STATUS:** Non-Exempt

GENERAL JOB SUMMARY (Purpose of Position)

Responsible for various aspects in the inventory area of the company. This is a beginning level used for training in the first 90 days.

RESPONSIBILITIES/ESSENTIAL DUTIES ARE: . By the end on the 90 day period you should be trained and have confidence and experience in the following areas. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duty functions.

- Assists Inventory Supervisor.
- Assembles kits from the Bill of Materials.
- Receives and processes shipments from vendors.
- Verifies and inspects component quality and validity upon receipt.
- Performs various inventory cycle counts.
- Researches Inventory discrepancies and makes system corrections.
- Organizes and maintains inventory area.
- Assists production employees with inventory issues, such as lot or wrong part and kit shortages.
- Traces packages, incoming and outgoing, as required.
- Assists in any other assigned tasks as required.

SUPERVISORY RESPONSIBILITIES:

Supervises the following department(s): None
Directly supervises the following position(s): None

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duty functions.

- Ability to type and use computer equipment.
- Working knowledge of MS Office Suite.
- Ability to use and understand an MRP system.
- Understanding of inventory and materials principles.
- Ability to accurately identify electronic components.
- Must have excellent interpersonal communication skills.
- Must be neat and organized.
- Must be detail oriented and accurate.
- Must be a team player.

EDUCATION AND EXPERIENCE:

This position prefers inventory and electronics experience.

Physical Requirements	Rarely	Occasionally (up to 1/3)	Frequently (1/3 to 2/3)	Regularly (2/3 or more)	Job Task Performed
Stand				X	Distributing Inventory items
Walk				X	Moving around offices
Sit	X				Sitting at desk
Finger/Grasp/Feel		X			Handling parts
Reach with hands and arms		X			Reaching for parts and packages to assemble kits
Climb or Balance		X			
Stoop, kneel, crouch, or crawl		X			
Talk			X		Communicating with others
Hear			X		Communicating with others
Taste or Smell	X				

Weight Lifted or Force Exerted	Rarely	Occasionally (up to 1/3)	Frequently (1/3 to 2/3)	Regularly (2/3 or more)	Job Task Performed
Up to 10 pounds				X	
Up to 25 pounds			X		Moving boxes, etc.
Up to 50 pounds	X				
Up to 100 pounds					
More than 100 pounds					

ENVIRONMENTAL CONDITIONS	Normal Office Working Conditions and Manufacturing Environment
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Vision Requirements	Close	Distance	Color	Peripheral	Depth Perception	Adjust Focus
	X		X			

Noise Requirements	Very Quiet	Quiet	Moderate Noise	Loud Noise	Very Loud Noise
			X		

ATTENDANCE & PUNCTUALITY

Daily and exemplary attendance and punctuality is required for this position. Expected to be at work during office hours.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract and are subject to change at the discretion of management.