

Space Vector Corporation
20520 Nordhoff Street
Chatsworth, CA 91311-6113
Main: 818-734-2600
www.spacevector.com



ISO9001:2008 and AS9100C Certified

Job Description

Job Title: Stockroom Associate

FLSA Class: Non-Exempt

We are seeking a Stockroom Clerk to handle the receipt and storage of inventory. In this position, you will work in our stockroom, unloading stock from trucks and moving it to the proper area. The majority of work environment is indoors. Some of the duties are as follows.

Job Responsibilities:

- Responsible for Stock/Store incoming/received parts/products/materials in an organized manner and utilizing them in existing assigned bins.
- Support the production floor by filling work orders with required parts.
- Communicate with Purchasing/Operations/Accounting Departments for discrepancies, shortages, and/or damaged parts received promptly.
- Kitting and the distribution of products/parts to user groups.
- Assist with annual cycle counting of Products/parts inventory and Reconcile inventory discrepancies.
- Pick-up and delivery of products/parts/in process work to/from local suppliers and customers.
- Efficiently maintain physical condition of warehouse to make sure all is clean and safe. Perform routine maintenance checks of the warehouse area and perform cleanup or simple repair duties when needed.
- Cooperatively takes on other duties, roles or responsibilities as assigned.
- Follows established work rules, policies, and procedures.
- Actively engages with other members of the company to continuously strive to improve processes, create efficiencies and reduce costs.

Requirements & Other Skills/Abilities:

- High level of efficiency, speed, and organizational skills.
- High level of clerical, problem solving, reasoning, and analyzing skills.
- Strict attention to detail is required and mandatory.
- Ability to communicate effectively with supervisor and other office staff.
- Ability to work well under pressure.
- Punctuality and attendance are required.
- Perform other job tasks as required.

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- Working knowledge of AS9100 regiment.
- Current Driver's License with clean driving record. (DMV report required).
- Ability of heavy lifting up to 40 pounds.
- Ability to operate a forklift and pallet jack.
- Minor facilities maintenance and operating tools skills.

Education, Experience and Qualifications:

- High School Diploma or GED.
- Two years of related stockroom/receiving including general physical labor experience required.
- Proficient in Microsoft Office. (Word, Excl etc...)

We offer medical insurance, paid time off, 401K, as well as a good working environment.