



Career Opportunity: Stockroom Associate

We are seeking a Stockroom Associate 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. Most of the work environment is indoors. Some of the duties are as follows.

Responsibilities:

- Responsible for Stocking/Storing 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 the physical condition of the 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.
- 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, Excel, etc.)

Job type: Full-time, non-exempt. US Citizenship is required.

In-Office job role: 100% on-site, in Chatsworth, CA – not remote.

Pay Range: \$22 - \$24 per hour.

Benefits:

- **401(k) and 401(k) matching**
- **Medical, Dental, Vision insurance**
- **Flexible spending account**
- **Life insurance**
- **Long Term Disability**
- **Paid time off**