

DESAPRO INC.

Position Title: Inventory Control Clerk I

Location: Rockledge, Florida

Duration: Full-time

Pay Range: \$13

Company Background:

- **DESAPRO** is an international leading company in the design and manufacturing of aluminum cases for the aerospace, defense and medical industries.
- We are growing and currently in search of manufacturing team members.
- We offer a robust benefits package that includes vacation, medical, dental, vision, 401K and more.
- We are a drug free workplace.
- **DESAPRO** is an Equal Opportunity Employer. Minorities and Females are encouraged to apply.

Position Summary:

- Ensures that all inventory items are properly identified and readily accessible, thus enabling the Purchasing Department to pull a high volume of items in the shortest possible time.
- Records and maintains control of all inventory items purchased and produced in a timely manner.
- Supports Production by performing activities such as cleaning, moving equipment and parts, tools and materials as directed.
- Responsible for preparing manufacturing kits by physically compiling parts per pick list and recording material issue in M2M.
- Perform cycle counts to maintain inventory accuracy.
- Responsible for cycle counts of non-inventory items such as miscellaneous manufacturing supplies, safety supplies and packaging materials. Notifies appropriate personnel when supplies are low and ensure replenish timely.

Essential Functions

- Assumes responsibility for bin maintenance as follows:
 - Changes bins to provide for new items or additional space.
 - Updates bins to indicate change in status of item (stock item vs. nonstock).
 - Determines when it is possible to substitute one brand for another.
 - Maintains location changes in stock item master.



- Adjusts inventory to physical count.
- Maintains consistent communication with Purchasing Department regarding new items, change of brand names, change of location, count, etc.
- Assists in locating items that may have incorrect locations or stock number.

Additional Responsibilities:

- Performs additional duties and assignments as directed by management.
- Assists in general maintenance and cleanup of warehouse.
- May operate forklift truck when there are staffing problems.
- Maintains stock item master, identifying incorrect stock numbers or descriptions.
- Familiarity with office supply products.
- Good interpersonal skills.

Job Qualifications:

- 2 years experience in the related field.
- Combined experience in purchasing, general warehousing, and manufacturing required.
- Familiarity with office supply products.
- Requires a person to be computer savvy.
- Good interpersonal skills.
- Manual dexterity skills.
- Ability to lift 50 pounds infrequently.

Application Process:

- E-mail- Please send your resumes to our hiring manager, ckahler@desapro.com – please reference job title in the subject line and ensure contact name and e-mail are provided.