

## **INVENTORY CLERK – 1<sup>st</sup> Shift (Part-Time)**

We have an immediate opportunity available in Sandusky, OH for a part-time Clerk within our manufacturing operation. This part time position (*20-28 hours per week*) will be involved in ensuring that the operation has the appropriate fasteners and related hardware for our product lines are available or knows when additional parts will be arriving for customer job orders.

### **KEY DUTIES:**

- Provide support in administration of parts inventory at the site.
- Interact with all levels of management to inform them of current parts inventory, status of incoming parts ordered and due for delivery.

The ideal candidate will have a High School Diploma/GED and a minimum of two (2) years of experience in working with industrial fasteners and related hardware in a purchasing/inventory control role and comfortable in a manufacturing environment. Possess a high level of organization, able to work without constant supervision, and able to handle multiple tasks with varying deadlines. A solid to strong computer literacy level; as well as solid interpersonal communication skills. The successful candidate will have a high level of initiative and a strong attention to detail.