



Inventory Clerk

Location: Stoney Creek, ON

Web Site Address: www.liburdi.com

Number of Positions: 1

Posting Date: May 2018

Contact Email: resume@liburdi.com

Reference Number: JD05162018

Please quote the above Reference Number in relation to your application

Liburdi Automation Inc. is an industry leader, specializing in the design and manufacture of welding systems and precision welding power supplies. We are currently seeking candidates who are qualified for the role of **Inventory Clerk**.

Typical Duties Include (but are not limited to):

- Assist in kitting shop orders (pick product from order list) and sales orders.
- Audit inventory levels and adjust stock levels to accommodate demand.
- Using Microsoft Dynamics Great Plains ERP/MRP software for inventory transactions.
- Under the guidance of the Inventory Coordinator, work with the quality department to disposition component failures or damages.
- Assist with removing obsolete parts from inventory.
- Cycle counts and component adjustments.
- Monitor floor stock levels, ordering required parts and replenish low level stock.
- Provide backup support for sales and order entry position.
- Other duties as required

Key Skill Requirements:

- Must have strong work ethic and be able to work with minimal supervision
- Ability to work independently as well as part of a collaborative team
- Strong attention to accuracy and detail

Key Education/Experience Requirements:

- Minimum 2-3 years' inventory experience required
- Minimum 2-3 years' experience in a manufacturing environment required
- Proficient in Microsoft applications (Word, Outlook and Excel)
- Experience with Microsoft Dynamics Great Plains is an asset

Application Information: This role is full time position, Monday to Friday 7:00am to 3:30pm. Interested individuals are encouraged to forward their resume to: resume@liburdi.com

Liburdi is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.