 **Position Description**

**Inventory Control Clerk**

**Job Summary:**

Inventory Control Clerk is responsible for accurately storing, kitting and moving the material to point of use. Storing means accurately putting incoming material in the proper location or overflow area and properly documenting material locations. Kitting is pulling material and preparing it for delivery to point of use, and accurately transacting that material through the ERP system.

**Key Responsibilities:**

* Store incoming material in proper locations.
* Kit assemblies based on bills of material, and properly label parts for Production.
* Accurately transact the inventory movement in the ERP system.
* Conduct daily cycle counts.
* Reconcile inventory discrepancies, reporting any problems to Inventory Control Lead.
* Keep the warehouses clean and organized.

**Required Qualifications:**

* High school diploma or GED.
* Strong attention to detail.
* Strong computer skills.
* Ability to be on your feet for extended periods of time.
* Ability to lift 40+ lbs. unassisted, heavier loads with assistance.
* Ability to operate warehouse equipment (pallet jack, forklift, order picker).

**Preferred Qualifications:**

* 2+ years inventory control experience.
* Experience with ERP systems.

**Company Description:**Micro Control Company is an industry leading manufacturer of electronic burn-in test systems for high power logic semiconductors. Our large test ovens are capital equipment for major semiconductor manufacturers.

Micro Control Company offers competitive wages and benefits including health; PTO; paid holidays; a matching 401(k) plan and a discretionary profit sharing bonus. Please e-mail a cover letter and resume to: mcchr@microcontrol.com to be considered for this position (using the job title for the subject).

Micro Control Company
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