



## Job Description Ref 20 067

**Title:** Receiving/Inventory Clerk

**Purpose:**

- Responsible for receiving and processing all material entering the plant into the MAX/MRP system.
- Handles day to day receiving, storing, and moving of parts to designated areas while performing daily tasks that include stockkeeping, material handling, Kan-Ban support, supermarket control and cycle counts.

**Role:**

- Perform all the Receiving/ Inventory data entry functions as assigned and is accountable for maintaining these tasks in timely and accurate manner.
- Receive, unpack, and delivers goods; re-stock items as necessary; label shelves; ensure product is received electronically and physically placed in the stockroom.
- Process damage or incorrect parts as per the Non-Conformance (NCR) procedure.
- Process and follow-up on material discrepancies (MDR's) daily,
- Process manufactured parts to sub-contractors for finishing.
- Assign inventory locations.
- Create inventory tags.
- Perform cycle count of all products, ensure that the cycle counts are completed; maintain accuracy of all counts and ensure authenticity of all information.
- Conduct Year End Physical Inventory with team each year.
- Ensure that all the established procedures have been followed and makes sure that there is effective control on the flow of the inventories with respect to shipping, receiving.
- Check the parts received against the shop order shortage report and issue the parts electronically and physically to the shop order/shop floor within the same day.
- Maintain professional relationships with the internal and external customers, vendors, etc., and treat them with respect, courtesy and behave in a completely professional manner.
- Keep the inventory stockroom and surrounding areas clean and clear of garbage in accordance with 5S methodology.
- Organize inventory in stock room.
- Report any discrepancies in inventory records to the Management.
- Follow and maintain H&S guidelines related to inventory storage, receiving and delivery.
- Pick Shop Order components accurately and check against documentation, components to be issued electronically the same business day.
- Monitor and maintain current inventory levels.

**Education and Experience:**

- Grade 12 diploma, Undergraduate degree or CPIM preferred
- 5 + Years working experience in an industrial and/or plant environment: shipping, receiving and inventory control
- Working experience cycle counting
- Licensed to operate a Raymond Reach forklift
- High energy level required
- Strong oral and written communication skills
- Strong analytical and problem-solving skills required
- strong organizational and planning capabilities required
- Proficient in MS Office and MRP
- Strong mathematical aptitude

Good customer service skills D & V Electronics values their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: [careers@dvelectronics.com](mailto:careers@dvelectronics.com)

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.