

Job Title: Cycle Counter
Department: Inventory Cage
Wage Classification: Hourly
Revised Date: 9-12-19

JOB SUMMARY

This position's focus is inventory cycle counting and to track and monitor inventory within the cage. Requires strong reliance on accuracy, control, monitoring and coordination in order to confirm inventory & investigate count discrepancies. Assist with shipping, receiving & other duties as directed by supervisor.

GENERAL EMPLOYMENT REQUIREMENTS

- High school diploma or GED
- Reliable/excellent attendance record
- Negative drug screen
- Able to work cooperatively with co-workers
- Adherence to personal protection requirements (safety glasses, etc.)
- Adherence to company general policies and quality procedures.
- Receive and follow work instructions from Lead Person or Supervisor

SPECIFIC JOB FUNCTIONS

Following are some of the principal job functions. However, other duties and activities may be required in performance of this job:

- Perform daily cycle counts.
- Maintain product identification, location, and lot code accuracy.
- Research inventory discrepancies.
- Work with Inventory Control to resolve inventory problems.
- Open cartons, bundles and other containers to count items and/or weigh materials to determine quantity on hand.
- Report discrepancies of over/under amounts and any damaged products.
- Audit of compliance to operational procedures and instructions.
- Report on inventory status & problems.

PHYSICAL JOB REQUIREMENTS

- Lifting up to 50# with no restrictions.
- Healthy wrist-arm motion – will be using hand tools
- Ability to work with acetones, thinners, epoxies, solders and sealants and other manufacturing materials without allergic reactions



- Ability to read and interpret parts prints, process sheets, purchase orders and other required documents
- Vision, with or without correction, must be adequate to perform the required job functions

WORK ENVIRONMENT

This job operates in a manufacturing environment. The employee is occasionally exposed to a variety of extreme conditions. The noise level in the work environment can be loud.

Revised 9-5-19

- Reasonable accommodations may be made to enable individuals with disabilities to perform the specific job functions.