



JOB TITLE: Inventory Floor Clerk
LOCATION: Romeoville, IL

JOB PURPOSE:

Inventory Floor Clerk position is primarily responsible for assisting in successfully maintaining the integrity of the warehouse inventory. The Inventory Floor Clerk is responsible for conducting cycle counts and location audits, assisting in researching and reconciling inventory discrepancies and working with inventory team to respond to external (customer) and internal inquiries as to inventory status and/or concerns.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs physical counts of inventory items.
- Performs cycle count programs, per the schedule, in a perpetual inventory environment.
- Performs cycle counts in an effort to identify and correct discrepancies on items and/or pallets.
- Documents inventory discrepancies using all available resources to identify root causes and supply possible solutions.
- Assists in monitoring the product exception program.
- Periodically audits physical inventory to ensure product meets quality assurance.
- Performs thorough research and resolves inventory concerns on outbound orders and inbound receipts.
- Assists in the arrangement and moving of pick fronts as required by new items, discontinued items, and item picking volume.
- Assists in coordinating the donation of damaged property.
- Performs general cleaning duties of inventory department and warehouse generally.
- Keeps area maintained in an organized, neat manner, free of dirt and clutter.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- High School Diploma/GED required.
- Minimum 1-3 months related experience and/or training in warehouse environment, inventory experience preferred.

QUALIFICATIONS:

- PC literate, experience with Google G-Suite.
- Experience using WMS software a plus (Synapse preferred).
- Ability to physically read and count products in storage and staged locations, and to decipher difference between numerical and date lot codes/best buy dates.
- Ability to read and interpret documents such as safety rules, standard operating procedures, and policy manuals.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, and common fractions.
- Ability to read and comprehend simple instructions, short correspondence, and memos.

Note: This is not this position's full Job Description.