

# **JOB OPPORTUNITY LISTING!**

(post date 10.7.11)

Position: **Stockroom Clerk**

## **Job Description/Responsibilities:**

- Receive, store and issue material in stockroom, warehouse, or storage yard.
- Maintain inventory and other stock records.
- Count, sort or weigh incoming articles to verify receipts of items.
- Store articles in bins, on floor, or on shelves, according to identifying information.
- Determine method of storage, identification and stock location (considering weight limits, capacities, and required space).
- Pick, count, identify and issue parts materials to jobs based on pick-list BOM requirements.
- Perform periodic inventory of stock.
- Make and/or report adjustment of inventory counts and locations changes.
- Move or transport material or supplies to other departments, as needed.
- Other related duties and responsibilities may be assigned.

## **Requirements:**

- High School graduate or GED
- At least 3 months of related experience and/or training
- Must be able to read, write, and comprehend work instructions.
- Basic math skills required – add, subtract, multiply whole numbers.

**EOE/AAP M/F/V/D**

**Interested parties, please send resume to:**

**Email: [Jobs@marvineng.com](mailto:Jobs@marvineng.com)**

**Fax: 310 671-1256**

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