



## Material Clerk

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Effective Date: October 8, 2025 Department: Supply Chain

Reports To: Supply Chain/Materials Manager

Supervises: N/A

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### Job Summary

Material Clerk plays a critical role in maintaining accurate inventory control, material handling, organizing the parts room, and ensuring efficient shipping and receiving operations that support our fabrication and equipment manufacturing processes.

### Responsibilities and Duties

- Organize and maintain raw material areas (5S): for quick and accurate access to tools, components, and spare parts
- Track, monitor, and reconcile inventory using ERP/software systems and manual counts
- Receive incoming shipments, inspect for accuracy and quality, and process paperwork accordingly
- Package, label, and ship outgoing materials and service parts to customers and project sites
- Coordinate with production, purchasing, and maintenance teams to ensure parts availability for ongoing jobs
- Maintain records, documentation, and reporting related to inventory and shipping/receiving activities
- Operate forklifts, pallet jacks, and other material handling equipment safely and effectively
- Perform any other duties as assigned

### Qualifications and Skills

- Previous experience in inventory control, warehouse operations, or shipping/receiving preferred
- Experience in a manufacturing or industrial environment a plus; food equipment/metal fabrication industry experience highly valued



- Familiarity with ERP/inventory management systems
- Basic skills in the use of Microsoft Outlook, Word, Excel, and web browsers
- Strong organizational abilities and attention to detail; Ability to coordinate between different projects while remaining organized and solution focused; Proven ability to multi-task competing priorities while meeting deadlines
- The interpersonal skills and ability to effectively communicate and interact with management, colleagues, vendors, and customers by email, telephone, and in person
- The ability to lift up to 50lbs. as needed, stand sit for extended periods of time, read and interpret manuals and instructions, and operate warehouse equipment
- Practice safety standards and willingness to use personal protective equipment (safety shoes, face-shield, gloves, etc.)