



ZENTECH

Contract Manufacturing & Engineering Design Services

Job Title: Inventory Control Specialist

Reports To: Production Manager

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Maintain inventory count accuracy of unassigned material, kitted material and finished goods
- Perform accurate labeling and identification of material
- Adhere to daily kitting requirements
- Maintain organization and cleanliness of stockroom
- Monitor authorized exit and entry to stockroom area
- Additional responsibilities to be assigned as needed
- Perform timely receiving check-in to ensure material is received, verified for accuracy and routed to appropriate location
- Ensure failing receipts are segregated for case management
- Complete daily shipping requirements
- Perform or supervise packing process to ensure quality expectations are being addressed
- Create shipment manifests as dictated by shipping schedule
- Receiving in and appropriately manage customer supplied materials

Knowledge, Skills, and Abilities Required:

- Knowledge of Component Identification
- Knowledge of bill of materials, assembly drawings, product specific documentation, work instructions, and other general documents
- Ability to multi-task and work in a fast-paced environment
- Ability to read and speak English fluently
- Strong interpersonal and organizational skills
- Strong verbal/written communication as well as organization/interpersonal skills
- Computer literacy



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Education/Experience Required:

High School Diploma or GED

3 to 5 years' experience in electronics preferred

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals

Other Skills and Abilities

Ability to work with others in a team environment

Ability to accept direction from superiors

Ability to follow work rules and procedures

Ability to accept constructive criticism

Detailed knowledge of component package styles and their relationship to manufacturing processes

Effectively communicates with job contacts in a positive manner, maintaining appropriate confidentiality

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust.

This position may require exposure to information, which is subject to US export control regulations, i.e. the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR). All applicants must be U.S. persons within the meaning of U.S. regulations.