



Warehouse Clerk – 2nd Shift

Job Overview

This position performs duties required to ensure that departments have material necessary to maintain production, WIP is properly maintained in stock, material is received efficiently and product is shipped on time.

Key Tasks:

- Ship Product - Put parts on skids, wrap skids, do all necessary paperwork on the P.C., schedule trucks and load trucks
- Incoming Receiving - Unload trucks, do all necessary paperwork on the P.C.
- Put Parts into Stock - Place received material in appropriate stock location, pick up parts from staging areas, put them into stock in the P.C., place in physical stock location
- Pull Parts for Production - Review work orders, pull parts from stock, place them in the appropriate staging location
- Other duties as assigned by management
- Follow all safety rules and regulations

Position Requirements:

- Ability to drive a forklift
- Detail oriented
- Computer experience
- Excellent data entry skills
- Organizational skills
- Ability to work with a variety of people/personalities
- Minimum of 2 years related experience

We offer a competitive salary plus a full range of benefits including medical, dental, disability, life, flexible spending accounts, 401(k), educational reimbursement, and more. **ASYST** Technologies LLC is an Equal Opportunity Employer.