

JOB DESCRIPTION – Murrietta Circuits

Stock Room Clerk

Area of Responsibility: Kit Auditing, order pulling, receiving
Reports to: Stock Room Supervisor

Required Skills:

- Excellent Written and Verbal Communication Skills.
- Must be knowledgeable in electronic parts and components.
- Must be proficient at Microsoft Excel and internal MIS/MRP system.
- Must know how to perform accurate and timely kit audits.
- Must have basic math skills

Responsibilities:

Kit Pulling and kit Audits

- Perform kit audits (for consigned & turnkey orders) within 24 hours after the kit is received.
- Coordinate with the stock room supervisor to resolve any discrepancies, prior to releasing the kit to assembly.
- Maintain parts shortage list.
- Update kit audit status in MIS system.
- Deliver completed kits to Assembly, ready for build (the board quantities per kit must match the quoted increments).

Incoming Goods

- Visually inspect and count all incoming components.
- Ensure components supplied, match the P.O. and packing slips
- Advise purchasing on any discrepancies.
- Ensure all deliveries are recorded into the Paradox ERPsystem.

Authority:

- Receiving, kit auditing, order pulling for consigned and turnkey contracts

Expectations:

- Receive materials, stock to shelves, perform accurate and timely kit pulls and kit audits.
- Must be able to audit and verify materials and counts with minimal errors.
- Need to work with limited supervision.
- Need to be a self-starter and work at a fast pace yet under control.