

Job Description



Issue Date: 02/20/2015

Job title: Warehouse Inventory / Bin Maintenance Worker	(For Personnel Dept. use only)
Dept.: Jacksonville Business Unit	Job designation:
I. Name of person currently holding position:	Job key:
II. Name of supervisor/position:	Salary group:
III. Name of next supervisor/position:	Notes:
	V. Representation:
	Represents:
	Represented by:

A. ROLES AND RESPONSIBILITIES:

Responsible for inbound and outband inventory to ensure availability and order fulfillment, check stock of inventory for accuracy and quality of product.

B. PRIMARY DUTIES:

- Responsible for monitoring and reconciling stock discrepancies within the facility.
- Troubleshooting and bin assignment maintenance for inventory.
- Internal bin-to- transfers of stock
- System location maintenance for stock, including reason, master data maintenance and updates accordingly.
- Esure unallocated inventory for outbound shipments is moved physically and systematically to insure availability and order fulfillment.
- Adjust picking stock bin size and quantities stored (slotting), regularly, based on sales movement as directed by the Inventory Lead.
- Use of RF equipment (all functional areas), forklifts, stock chasers order pickers, hand trucks, and pallet jacks.
- Responsible for executing daily counts as stock is issued by the inventory lead.
- Monitor and reconcile discrepancies including but not limited to historical bin and inventory movement research to locate lost inventory and / or cause of discrepancy.
- Perform stock checks upon request for product quality, accuracy, expiration, etc.
- Inventory preparation including pre-count and tagging of reserve stock.
- Other inventory cleansing activities.

C. WORKPLACE REQUIREMENTS:

- Report for work promptly as scheduled, in proper uniform, fit for duty
- Ability to pass company drug testing.
- A valid driver's license
- Maintain professional attitude and appearance
- Possess ability to perform job and team member.
- Dependable, reliable and conscientious
- Ability to follow directions.
- Ability to lift up to 35 lbs. and to work for long periods of time standing with frequent stooping and bending.
- Must work a rotating schedule typically every six months switch (6am, 8am, and 10am shifts)
- Must be able to work overtime, as required.

Job Description



Issue Date: 02/20/2015

1. Education:

- High School Diploma or GED

2. Experience:

- 18 months warehouse environment and Automotive experience preferred.

Originated by: Date: 	Checked and approved: Signature of Supervisor Date: 	Agreed: Date:
Signature	Signature of Supervisor	Employee Signature

[Please send resume to renee.leonard@2amgroup.com](mailto:renee.leonard@2amgroup.com)