



## LANDMARK STAFFING

**Position: Inventory Associate**

**Location: Grand Junction, CO**

**Type: Full Time**

**Wage: \$16.00-\$18.00/hr DOE**

**Hours: 40 Hours per week Monday-Friday 8:00 a.m. - 5:00 p.m.**

### **Job description:**

Looking for detailed-oriented, motivated inventory associate with warehouse experience, excellent math and communication skills. Ideal candidates are physically fit, able to lift up to 75 lbs. Working knowledge of word processing, database, ERP, and spreadsheet software. Also have a current driver's license. Forklift experience is beneficial.

### **Job Responsibilities:**

- Use ERP system to record analyze inventory data
- Performing complete inventory cycle counts
- Reporting discrepancies between physical counts & computer records
- Maintain & update inventory records
- Developing or improving inventory procedures
- Issue material for production orders via pick list
- Precisely records incoming & outgoing shipments

### **Job Requirements:**

- Must have current driver's license
- Forklift experience (preferred)
- Background check
- Drug Testing

### **Knowledge, Skills, and Abilities:**

- Detail Oriented
- Work related experience in inventory management and warehouse operations
- Math skills
- communication skills
- ERP Database
- Microsoft Office (Excel, Word, Outlook)

### **Benefits:**

- **Paid Vacation** (40 hrs. after the first 2 yrs, 80 hrs. after 3rd, After 7 yrs 120 hrs.)
- **Accrued Sick Leave** (after 90 days, accrues to 48 hrs. after 12 months employment(not including the first 90 days.))
- **Paid Holidays** (New Year, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day)