



Warehouse/Inventory Associate

Job Description

Warehouse/Inventory Associates work together with PMT's supply chain associates to maintain control of all inventory items purchased and produced. Functions include but are not limited to receiving, storing, handling, packaging, loading outgoing shipments, organizing and managing inventory and help ensure the overall accuracy of the warehouse inventory.

Key Responsibilities

- Responsible for maintaining accurate records of all inventory transactions
- Perform incoming inspection of purchased items to ensure quality, count and correct product receipt
- Label and properly store all incoming items
- Work daily with manufacturing groups to allocate and deliver raw materials to all internal production areas for processing.
- Re-inventory all raw materials upon completion of manufacturing campaigns, including re-packaging and re-labeling.
- Storing of all newly produced finished goods immediately upon completion
- Enforce inventory management policies, and report all deviations to supply chain group
- Monitor, maintain and replenish packaging supplies for production and shipping
- Maintain a clean and organized warehouse free of clutter and debris
- Packaging, palletizing and wrapping items for shipment
- Loading and unloading of incoming and outgoing shipments

Qualifications

- High school diploma or equivalent
- 2-3 years hands on experience working within inventory control
- Forklift Certified

Knowledge/Skills/Abilities

- Basic knowledge of inventory control and raw material management
- Fundamental knowledge and hands on computer skills using MS Office (Excel/Access/Word)
- Ability to follow written and verbal instruction
- Ability to multitask and work under pressure
- Good written and verbal communication skills
- Basic math and reasoning skills
- Willing to work overtime if required

Physical Demands

- Ability to move or lift 50 lbs. unassisted
- Ability to withstand temperatures commonly occurring in warehouse and walk in freezer settings
- Standing, walking lifting, pulling and pushing for 6-8 hours