**Stockroom Clerk**

**Job #515**

**Pay range: $18 -21/hr**

Photo-Sonics, Inc. is an international leader in state-of-the art optical tracking systems in Chatsworth and has an immediate opening for an Stockroom Clerk. We’re seeking a multi-disciplinary candidate who is self-motivated and is able to set and meet goals.

The Stockroom Clerk provides support to the Stock Room including but not limited to issuing and receiving stock as needed; maintaining inventory in bins/cabinets, ensuring kits from pick lists and data entry of all inventory transactions. Participates in checking of parts and producing reports for Fiscal Year End counts, receiving and issuing components to shop floor based on shortages. To be trained in ESD, FOD, AS9100, ITAR Control and Quality Assurance. Also involved in receiving work and purchase orders.

Employee will be expected to assist in other departments, perform other duties, tasks and responsibilities as assigned.

**Responsibilities include but no limited to:**

* Stockroom Inventory Counts - counting and checking physical Inventory on shelves, as well as maintaining accurate records of inventory in database.
* Pulling parts for Pick Lists
* Receiving items from Receiving Inspection, check all documents and shelf it, record in Receiving Log.
* Assist Stockroom Requests
* Issue Pick parts to Work Orders and move it to Production Floor
* Get trained in ESD, FOD, AS9100, ITAR control, Quality Assurance
* Data Entry
* Answering Phones
* Filing
* Copying and other duties as assigned

**Collaboration and Communication:**

* Communicate effectively with team members and supervisors, reporting progress and any issues encountered.
* Communicate progress of repair with direct supervisor.

**Flexibility:**

* Ability to work flexible shifts and adapt to changing work schedules.
* Must be flexible to work overtime.

**Requirements:**

**Education:**

* High School Diploma.

**Experience:**

* 2 Years of stockroom experience preferred

**Physical Requirements include:**

* Position requires ability to stand, repetitive motion of hands, stand for long periods at a time, lift up to 50 lbs., crouch, bend, walk and climb stairs.