

Renton Coil Spring Company
Inventory/Receiving Clerk (1 Year Experience Required)

Overview

This individual will primarily be responsible for receiving and issuing parts or tooling, storekeeping, scanning, document control, housekeeping, transferring parts and materials and providing assistance to other departments as needed. Accurate counting is critical to the overall success of this position. This is a **non-exempt** position and employees will be eligible for over-time pay.

General Job Duties

- Receive in parts, supplies, raw materials, and any other items being delivered
- Pick inventory against "Sales Orders", "Work Orders" and "Material Requisitions"
- Pull/transfer parts and materials accurately between buildings and work centers
- Perform cycle counts as directed by supervisor
- Visual inspection of parts and material
- Use internal computer applications for select report generation and data entry
- Continuously update inventory and stock in ERP to maintain accurate records
- Operate company vehicles, forklifts and other automated or manually operated equipment as necessary
- Ensure inventory department maintains a high level of organization and cleanliness
- Coordinate closely with material procurement and shipping

Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Frequent lifting and carrying of up to 25lbs (40% of the time)
- Occasional lifting of up to 50lbs (10% of the time)
- Ability to stand upright (50% of the time)
- Ability to sit (50% of the time)
- Occasional reaching, pushing and bending (30% of the time)
- Ability to walk constantly throughout the shift (up to 100% of the time)

Required Education and Experience:

- Minimum one-year experience as a clerk in a material control/parts warehouse environment
- Intermediate computer skills - Microsoft Office, ERP System (previous experience with JobBoss is a plus)
- Legible handwriting, - Calculation & Measuring Skills - experience with calipers, calculator, micrometer & scales
- Proven attention to detail
- High level of organization
- Ability to clearly communicate information written or verbally
- Forklift certification a plus!
- Ability to identify and escalate problems or exceptions as necessary

What RCS Offers:

Renton Coil Spring (RCS) is the Global Leader for Titanium Spring Manufacturing and Innovation. RCS is ISO 9001/AS 9100 certified and uses cutting edge, patented technology, and engineering expertise to develop products for the most challenging of aerospace, defense and performance applications.

- Extensive benefits package with health, dental, vision, life insurance, and 401(k) with matching employer contributions and tuition reimbursement.
- Regionally competitive wages to ensure work/life balance.
- 5/8 Work Schedule (Monday – Friday)
- Monthly employee appreciation events
- Indoor production facility

All qualified applicants will receive consideration for employment without regard to race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, age, or any other status protected by law.

Veterans encouraged to apply.

Candidates will be subject to initial and random anti-drug and alcohol testing upon acceptance of offer.

Salary: \$20.00 - \$22.00 per hour DOE

This is a **non-exempt** position and employees will be eligible for over-time pay.

Please send resumes and cover letters to jeb@rentoncoilspring.com.

Qualified applicants will hear back from us very soon! We will not keep you waiting!