

Inventory Clerk

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: DOE

Employment status: Contract / Temporary

Description

Robert Half is seeking a strong Warehouse Inventory Clerk/Receiving Lead for a reputable company in Sacramento, CA in a large Warehouse setting. This position is fully onsite, Monday-Friday, 6:00AM-2:30PM and is paying \$18-20/Hour DOE.

Job Description:

Function & Scope: To supervise the receipt of all purchased equipment, materials, and supplies with the responsibility to inspect cartons, boxes, and containers for damage and to efficiently check items received against items ordered. Responsible for supervising the distribution of equipment, materials, and supplies received to either the requesting department or warehouse storage.

Essential Functions:

Typical Essential Functions include but are not limited to the following:

- Devises, implements and supervises an accurate and efficient receiving and hauling records system.
- Advises on need for follow-up and delinquent delivery of orders.
- Inspects orders as received for damage whether obvious or concealed.
- Ascertains that items or equipment received are in the correct quantity and otherwise comply with the initial order.
- Contacts and coordinates functions as necessary with appropriate purchasing, inventory, stores and other departmental personnel.
- Trains assigned personnel in receiving procedures.
- Develops work schedules and assigns tasks and responsibilities to personnel.

Marginal Functions:

- Performs other duties as assigned.
- Assists in taking inventories.

Supervision:

General supervision and review by the Operations Manager for overall effectiveness of central receiving function and records.

Experience:

Experience in receiving, storage, and disbursement of supplies is preferred. Forklift certified would also be a bonus. Computer literate including working knowledge of Microsoft Excel and Outlook.

APPLY NOW!

Requirements

Warehouse Inventory, Data Entry, Data Entry, Warehouse Environment

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