

## 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:** \$24.00 to \$29.00 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Robert Half is seeking an inventory specialist in the Appleton, WI area. The Inventory Specialist will be responsible for maintaining accurate inventory records, coordinating shipments, and ensuring efficient material flow within our facilities.

### Responsibilities:

- Ensure outgoing machinery shipments meet quality standards through checklist audits, correcting non-conformances, and maintaining photographic records.
- Prepare shipment documentation, ensuring compliance with USMCA regulations for both domestic and international shipments.
- Coordinate transportation, resolving issues and damage claims, while maintaining warehouse accuracy and orderliness.
- Verify received items, log into inventory systems, and distribute inventory parts accordingly.
- Resolve shipment discrepancies and provide training to Inventory Control and Shipping personnel.
- Maintain accurate inventory logs and coordinate shipments between facilities.
- Arrange disposal of scrap plastic and operate material handling equipment safely.
- Coordinate work order releases and recommend improvements to material flow efficiency.
- Support process improvement initiatives and promote customer satisfaction.
- Adhere to safety rules, maintaining a clean work area for safe conditions.

### Requirements

- An Associate's Degree in logistics or a related field, plus direct experience is preferred.
- Great interpersonal skills.
- Understand government regulations and coordinate compliance with USMCA Regulations.
- The ideal candidate should possess knowledge of commercial carrier regulations and attributes.
- Strong organizational skills and precision.
- Proficiency in an integrated manufacturing system is essential.

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**This Job Posting will expire in 10 days.**