



Inventory Control Clerk

Who we are: Laser Technology Inc. (LTI) www.lasertech.com is a company devoted to the design and manufacture of innovative laser-based speed and distance measurement instruments, using ISO compliant and continuous improvement techniques. We maintain an intense focus on providing laser measurement technologies which address real world needs and applications, including speed enforcement, accident investigation, forestry, mining, utilities, and surveying, to name just a few.

Who we need: We are looking for a motivated, team player to join our Operations Team as an **Inventory Control Clerk**.

What you will do: This person is responsible for performing clerical and physical tasks in connection with pulling work orders, receiving and stocking incoming parts and issue parts to other departments upon request. Performs daily cycle counts and reconcile inventory discrepancies by performing the following duties:

- Counts, sorts, or weighs incoming parts and verify against supplied documentation from receipt of parts.
- Stores parts in bins, on floor, or on shelves and in warehouse as needed.
- Fill sales orders, work orders and issue parts from stock.
- Prepares periodic, special, or perpetual inventory of stock.
- Use of MRP system to make adjustments of inventory counts and stock records, damage parts and location changes.
- Clearly identify parts with label or handwritten information such as parts number.
- Picks parts for work orders for production area and other departments as needed.
- Determines methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits.
- Keep part back-order log in established sequence and release back orders for issues or shipment as stock becomes available.
- Analyzes inventory discrepancies by researching variances and identifying root cause and formulating recommendations for improvement of inventory accuracy.
- Other duties as assigned.

What you need: Qualified individuals will have:

- Excellent interpersonal and communication skills (spoken and written)
- Computer literacy and at ease with current technologies such as MS Office applications.
- 2 years of inventory control experience preferred.
- Must be able to lift 30 pounds regularly.
- Standing for prolonged periods of time as well as reaching, bending and carrying.
- Oracle system knowledge preferred.



- Possess good organizational and time management skills.
- Strong analytical skills.
- Attention to details is vital.
- GED or High School diploma required.
- Knowledge of inventory management procedures and general warehousing terminology and practices
- Ability to multi-task and work independently with precise detail.

This full-time nonexempt position is eligible for all company benefits including employer paid medical, dental, life, disability, and 401k with a match, and more. The pay for this position has a minimum of \$19.00 per hour. The actual pay rate offer may be higher as we carefully consider a wide range of factors, including your skills, qualifications, experience, and location. Also, certain positions are eligible for additional forms of compensation such as bonuses.

How to apply: Qualified candidates please forward resumes to lpowles@lasertech.com . Please reference job req # 12125W in the subject line. No agencies or headhunters please.

Laser Technology, Inc. is proud to be an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, ancestry, marital or veteran status.