



<b>Job Title:</b>	Inventory Specialist	<b>Reports to:</b>	Fabrication Manager
<b>Department:</b>	Operations	<b>Supervises:</b>	n/a
<b>Location:</b>	New London, MN	<b>Exempt/Non-Exempt:</b>	Non-Exempt
<b>% Travel Required:</b>	Approximately 5%	<b>Full-time/Part-time:</b>	Full-time (40+ hours/week)

**Job Description**

**Role Overview:** The Inventory Specialist is primarily responsible for receiving, storing, picking, and documenting all parts and materials that are received into or transferred out of inventory along with maintaining general organization of the warehouse and all inventory.

**Responsibilities:**

- Unloading raw materials and parts of various sizes and quantities off trucks
- Operates overhead cranes with various rigging and lifting attachments, forklifts, telehandlers, pallet jacks, along with manual lifting
- Accurately documenting quantities received
- Storing materials in proper locations and maintaining an organized warehouse
- Picking parts according to pick lists and documenting all transfers accurately
- Organizing, labeling, and packing all picked and cut materials into kits as needed for efficient transfer to the next operation
- Moving materials around warehouse and fabrication area without damaging them or the material finishes
- Record and process material requests and returns from fabrication department primarily and also other departments
- Works to maintain accuracy of inventory by assisting with periodic cycle counts, promptly recording adjustments to inventory, and maintaining a clean efficient warehouse
- Deliver shop packet kits from warehouse to manufacturing shop as needed
- Assists with daily flow of finished products by modifying storage space assignments
- Assist fabrication team members with various tasks as directed by the Fabrication Manager
- Crosstrain on equipment in fabrication area to provide back-up support if required
- Basic understanding of or ability to quickly learn DSI product codes and terminology
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**Requirements:**

- High School Diploma or equivalent
- At least 2 years of work experience in a warehouse environment required
- Ability to climb stairs and work on ladders/lifts
- Must be able to lift up to 50lbs
- Valid driver's license ability to pass a DOT physical
- Strong organizational skills and attention to detail
- Ability to be certified for forklift operation (18+)

**Key Skills & Capabilities:**

- Material handling experience including overhead cranes and forklift
- Knowledge of stainless steel and inventory control
- Truck unloading, loading and securing experience
- Thorough understanding of warehouse policies and procedures
- Good analytical skills and ability to make sound judgments relative to inventory
- Willing to continuously learn and improve

**Travel Required:**

- Occasional off-site visits to sub-contractors, customer sites, training facilities, equipment vendors, etc. (travel less than 5%)