



Job Title:	Inventory Assistant	Supervisor:	Production Manager
Department/Group:	Production/Shipping	Travel Required:	Yes
Location:	P1 or P2	Position Type:	Production

Applications Accepted By:

Fax or E-Mail: 417-286-3350 or hr@signfab.com Subject Line: Job Title Attention: Human Resources	Mail: Sign Fab, Inc. Attn: Human Resources 28625 Harvest View Rd. Stoutland, MO 65567
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Job Description:

Sign Fab, Inc. has an opportunity for an Inventory Assistant to join our team. We are currently growing to meet the demand for quality custom signs, we are looking to fill this position at our earliest. This is a full time position with competitive wages and benefits.

Salary: \$18 per hour

Essential Duties and Responsibilities:

- Receive supplies and deliveries.
- Stock, store, and stack supplies in designated locations in accordance with all safety guidelines.
- Maintain warehouse machinery and equipment.
- Maintain a log of supplies and labels.
- Ensure deliveries match purchase orders and distribute appropriate paperwork to personnel.
- Complete requisition orders and distribute supplies to departments.
- Record the use of all materials.
- Categorize and sort supplies according to material and additional designations.
- Identify damage of supply, loss of material, and any surplus. Report any faults to Purchasing manager.
- Operate forklifts and manual pallet jacks.

Education Requirements

Highschool Diploma or GED Equivalent

Job Knowledge & Qualifications

- Able to read, interpret, and comprehend drawings and specifications.
- Can perform multiple tasks organizationally and prioritize in a changing environment.
- Able to use measurement tools and operate machinery such as a forklift and pallet jack.
- Able to interpret and use graphs and basic mathematics.
- Able to write and communicate clearly.
- Able to work cooperatively with a large team and effectively as an individual.

Training Requirements

- General Safety
- Discrimination/Sexual Harassment Prevention
- Quality Control
- First aid/CPR
- Department training

Physical Requirements

- High level of physical exertion required.
- Required to lift and carry heavy objects up to 75 pounds.
- Able to stand, walk, squat, and bend to move about the facility.

Personal Protective Equipment

- Safety glasses and/or hearing protection may be required while performing specific tasks.
- Gloves may be required while performing certain tasks.

Work Environment

- Works in a manufacturing environment.
- Exposed to a high level of dust, odors, fumes, and loud noises.

Additional Notes

Will be required to perform other duties as requested, directed, or assigned by Production Manager, and/or Senior Management

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.