Inventory Specialist

Description:
This position is a functional role that includes material handling and inventory control tasks to ensure all inventory is maintained accurately, and provided to required areas in a timely manner. This position may also include Shipping & Receiving tasks if applicable.

**Job Duties:**

* Perform Material Movements both physically and systematically.
* Generate Work Orders from an ERP system
* Perform Work Order Receipts in ERP system
* Perform cycle counting
* Process stock transfers and material requests
* Follow provided control procedures to complete tasks
* Other tasks as assigned
* Complete Shipping & Receiving execution tasks if applicable
	+ Timely processing of receipts and shipments, including international and DG
	+ Cross functional communication with Regulatory, Customer Service, Purchasing, Planning, and others as required
	+ Timely returns processing if applicable
	+ Other tasks as assigned
* Maintain a neat and safe work environment
* Operate material handling equipment
* Including potential use of forklifts or other equipment with appropriate training and/or certification
* 1-3 years previous Inventory Experience  a MUST
* Must have reliable car ( NO bus line)

Minnetonka has 2 shifts available:
1st 5a-3:30p
2nd 4p-2:30a

Plymouth has 2nd shift only
2nd 3:45pm-2:15am

Salary:
$14.00-16.00/hr. DOE