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# Example of Inventory Technician Job Description

Our innovative and growing company is looking for an inventory technician. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for inventory technician

* Must have very good problem solving skills with experience accurately identifying root cause and making recommendations for resolutions
* Review shop drawings of sprinkler systems and prepare accurate materials ordering lists
* Store materials
* Assist with production support duties as needed
* Assist in entering incoming parts into parts room database Responsible for good housekeeping conditions in all areas associated with material storage
* Crate larger equipment in wood crates for offsite shipments to vendors
* Off loading of parts to appropriate storages areas
* Cycle count inventory areas and provide updates as required
* Take unwanted equipment to trash or recycle bins
* Put together and label new shelving

## Qualifications for inventory technician

* Follow proper guide line to maintain a safe manufacturing environment and Current Good Manufacturing Practice (cGMP) at Fiskeville Facility
* Maintain Fiskeville facility ‘s warehouse/ production area(s) clean to reduce foreign debris during coating operations
* Utilize strong organizational and computer skill cross discipline knowledge, communication, and multitasking
* Strong written and verbal communication skills with the ability to give and receive clear written and verbal instructions
* Experience of warehouse/supply chain/logistics experience including your operation of heavy-load movement equipment (pallet jacks, chassis lifts)
* A good understanding of H&S Requirements