



# Example of Inventory Technician Job Description

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Our company is growing rapidly and is hiring 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

- Requires a good understanding of Warehouse and Production basic processes and procedures within the facility to identify process/procedure errors or opportunities
- Customer Service oriented – monitor, correct and communicate inventory issues with assigned areas, and complete Inventory Control e-mail assignments effectively and timely
- Operate reach trucks and forklifts in a safe and appropriate manner when required
- Report safety hazards, unsafe working conditions or housecleaning issues to Supervisor, Manager, safety committee member or any management team member
- Manage cassette return flow, scrap disks and scrap cassette flow
- Work with production on maintenance and improvement of production logistic and handling procedure
- Handle barcode strip fabrication, barcode laser marking, solvent bonding of process cassettes
- Conduct training for New NE/DL on disk and cassette handling
- Perform line audits and feedback on the finding
- Send Work In Progress (WIP) report

## Qualifications for inventory technician

- Able to Move/transport fifty five pounds

- Proven experience of warehouse/supply chain/logistics experience including your operation of heavy-load movement equipment (pallet jacks, chassis lifts)
- Checks storeroom for outdates and inventory to pull
- You must be an International Society of Arboriculture (ISA) Certified Arborist to fill the position
- Must be able to work in this country without US sponsorship