

JOB DESCRIPTION

TITLE:	Stockroom Attendant	DEPARTMENT:	Stockroom
LOCATION:	Wasson Road, Cincinnati, OH	FLSA STATUS:	Non-Exempt
SUPERVISOR:	Warehouse and Receiving Supervisor	CLASSIFICATION:	Manufacturing Level 2
SUPERVISES:	N/A		

JOB SUMMARY: Responsible for inventory record accuracy and the daily activity to maintain it, working closely with the Materials Department in preventing shortages and optimizing inventory holding levels/inventory turns. Receives, stores, and issues material in the Stockroom, visually inspecting material for quality and correctness; ensuring that all parts are properly labeled and identified as to warehouse location. Pulls, picks and delivers raw/finished materials to the appropriate locations for both Machining and Assembly Shop Orders using a computer terminal input device for making inventory transactions.

PRINCIPAL DUTIES & RESPONSIBILITIES:

1. Stocking/Inventory Control

- 1.1. Responsible for inventory record accuracy and the daily activity to maintain it, working closely with the Materials Department in preventing shortages and optimizing inventory holding levels/inventory turns.
- 1.2. Understand all aspects of material issues and stock movement and the associated transactions in the AS/400 required to maintain inventory record accuracy.
- 1.3. Make accurate physical inventories, including Cycle Counts, as prescribed by the Materials Manager.
- 1.4. Expedites shortages for customer orders into Assembly.
- 1.5. Pulls and packages or partially packages all Part Orders for delivery to the Shipping Dock.
- 1.6. Receives, stores, and issues material in the Stockroom, visually inspecting material for quality and correctness; ensuring that all parts are properly labeled and identified as to warehouse location.
- 1.7. Pulls, picks and delivers raw/finished materials to the appropriate locations for both Machining and Assembly Shop Orders using a computer or dumb terminal input device for making inventory transactions.
- 1.8. Maintains a clean and organized storage / work area on a daily, weekly and monthly basis.

2. On-the-Job Knowledge

- 2.1. Develop thorough understanding of bills of materials, customer orders, shop orders and routings.
- 2.2. Develop complete knowledge of products, parts, and parts lists.
- 2.3. Has working knowledge of the skills necessary for the Receiving Clerk position.
- 2.4. Ability to route jobs to the next operation which may not always be clear on the router.
- 2.5. Ability to question parts lists which are often in error.

3. Meeting Attendance

- 3.1. Attends all employee meetings.
- 3.2. Attends all required training.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

CRITICAL SUCCESS FACTORS:

1. Success Factor #1

S - Accuracy; 100% accuracy on all transactions.

O - Inventory organization; incorrect initial stocking of inventory.

A - Hands on time with assembler to become familiar with parts. Possible stockroom reorganization.

R - Pull error reduction to result in 100% accuracy.

2. Success Factor #2

S - Timeliness of all orders to assembly or dock to achieve 98% or better on-time delivery.

O -Part shortages; Incorrect paperwork.

A -Review orders at entry to assure accuracy and timeliness of shipments.

R -Orders to appropriate location in timely manner.

3. Success Factor #3

S - Attendance and adhere to policy – less than three points for a 12-month period.

O -Getting to work on time. Completing the shift and assignments

A -Utilize vacation and personal days and schedule appointments around working hours.

R -Acceptable attendance record.

4. Success Factor #4

S – Housekeeping (5S) Audit score of 85 or better.

O – Not having proper tools needed to clean and organize work area. Not having the discipline to make sure work area is cleaned everyday and all items are in their place. Proper 5S training and expectations.

A – Every item has a place and every item in its place. Label all drawers, bins and cabinets. Make sure work area is cleaned everyday and all items are in their place. Proper 5S training and expectations.

R – Acceptable 5S score of 85 or better.

QUALIFICATIONS:

(Knowledge, licenses, certifications, specialized skills, etc.)

EDUCATION/EXPERIENCE

⇒ High school diploma or equivalent.

LICENSES, CREDENTIALS, CERTIFICATIONS

⇒ Forklift

SKILLS, SPECIALIZED KNOWLEDGE, and ABILITIES

⇒ Strong mechanical aptitude/abilities.

⇒ Knowledge of assembly, machining, and shipping procedures.

⇒ Attention to detail (ability to analyze collected data is a plus).

PHYSICAL & MENTAL DEMANDS

⇒ Capable of handling 50 lb. to 200 lb. valve bodies with the assistance of hand trucks, lifts, conveyors and hoists.

⇒ The ability to stand for long periods up to eight or more hours at a time.

⇒ Ability to work weekends and overtime when scheduled.

⇒ Must adhere to all safety policies, including safety glasses while in shop area.

This job description does not constitute a written or implied contract of employment. This job description is not intended and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or work conditions associated with the job. Furthermore, the employer reserves the right to revise or change job duties and responsibilities as the need arises.

Richards Industries Valve Group

Our company is a manufacturer of specialty industrial valves sold throughout the world. We employ approximately 130 people. The main plant and office center is in the Hyde Park-Oakley section of Cincinnati,

adjacent to the Hyde Park Shopping Center. It is less than five minutes drive from the Smith-Edwards or Ridge Road exits of I-71.

Our company is large enough to provide a very broad range of experience and exposure to those in the company, and it is small enough for each individual to know the total picture and to gain broad experience.

Our company was founded in 1948. We have grown steadily, and we have a very strong financial position. There has never been a layoff or a work week less than 40 hours in our plant.

Our products are sold through manufacturer's representatives and distributors. Sales efforts are concentrated primarily on the wet processing industries. In addition, we are active in HVAC, OEM, mechanical contractor and constructor/engineering markets.

Compensation

Compensation is open, depending on an individual's experience, record of accomplishment, and demonstrated earning power. We offer a competitive benefit program which includes:

1. Medical and dental insurance
2. Prescription drug card
3. Life insurance (equal to your annual earnings)
4. Short and long term disability
5. 401(k) Retirement Plan with company contribution
6. Paid vacation
7. An average of 12 holidays and Personal Days combined
8. Profit sharing

Basis of Selection

We evaluate each candidate in terms of the company's needs and requirements, our estimation of how well the candidate will perform in the job (based on their education, experience, and skills), and the individual's advancement potential. The person selected will undergo interviewing and aptitude testing to assist in determining his or her capability for success in this position.

We do not discriminate against any employee or applicant for employment based on race, color, sex, age, religion, national origin, disability or veteran status.

Summary

This position is for an enthusiastic and energetic person who would like to join a progressive and growing company. We offer regular performance appraisals, a pleasant working environment, and great opportunity for advancement.