



OBSIDIAN

Manufacturing Industries, Inc.

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www.obsidianmfg.com

Inventory Specialist and Material Recording Clerk

We are looking for an inventory specialist and material recording clerk who will bring unwavering professionalism and meticulous accuracy to the position, and who has exceptional math and observation skills. An inventory specialist and material recording clerk can expect to work closely with management, oversee multiple areas, develop, and improve existing procedures and policies, prevent losses, and occasionally do some heavy lifting. Their other responsibilities include maintaining storage facilities, ensuring the accuracy of inventory records, compiling balance, price, and cost reports, and doing weekly counts.

Successful inventory specialists and material recording clerks should have excellent interpersonal communication skills, a firm grasp of basic computer programs, and an ability to work both independently and in a team. Ideal candidates will have inventory experience and able to work in a fast-paced environment.

Inventory Specialist and Material Recording Clerk Responsibilities:

- Tracking inventory maintenance.
- Controlling flows of equipment and supplies.
- Reporting to management and advising on process improvements.
- Coordinating and directing multiple teams.
- Developing loss mitigation processes and protocols.
- Compiling inventory reports.
- Addressing any problems, obstacles, or challenges.
- Forecasting future inventory requirements.

Inventory Specialist and Material Recording Clerk Requirements:

- High school diploma or G.E.D.
- Excellent organizational and time-management skills.
- Working knowledge of basic computer software, including Microsoft Excel and Word.
- Able to lift 50 pounds.
- Forklift driving—will train.
- Illinois driver's license.

We offer:

Competitive wage based on skill set, experience, and education

Paid holidays

Paid vacation plan

Medical plan with Dental, Vision and Life Insurance

Job Type:

Full time, on site

We invite you to visit our websites to learn more about our products and services.

Corporate and Grinding Services www.obsidianmfg.com

Magna Lock USA for workholding www.magnalock.com

MagnaLift and Power-Grip for lift magnets www.magnapowergrip.com

Arter Precision Grinding Machines for rotary surface grinders www.artergrinder.com

Obsidian Manufacturing Industries, Inc. is an EEOC employer.