

Job Title: Stockroom Supervisor

Job Description: This Stockroom Supervisor reports to the Production Manager and oversees all activities of the stockroom including parts and material receiving, distribution, and shipping of high technology products in a team environment. This position supervises, trains and evaluates the stockroom staff. The Supervisor must be able to carry out responsibilities in accordance with ART's policies and procedures, and local, state, and federal applicable laws.

This position requires the use of medium level of organizing and customer service skills.

Responsibilities:

- The Stockroom Supervisor is responsible for the receiving and initial inspection of Commercial off the Shelf (COTS) and ART Engineered specified parts.
- The Stockroom Supervisor is responsible for the proper kitting and handling of the materials which will be issued to the Manufacturing Floor.
- The Stockroom Supervisor is responsible for the creation of Shipping Requests for items being shipped to customers and vendors.
- This position examines stock to verify conformance to specifications; stores articles in bins, on floor, or on shelves, according to identifying information such as style, size, or type of material.
- Filling orders or issuing supplies from stock, as well as preparing periodic, special, or perpetual inventory of stock is necessary. He or she is responsible for requisition of articles to fill incoming orders.
- The Stockroom Supervisor compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes and refusal of shipments.
- Specific tasks delegated from the Production Manager, but not limited to responsibilities called out in this job description.

Minimum Requirements:

- Thorough understanding of part numbers and tracking numbers.
- An understanding of inventory and cycle counts.
- A strong attention to detail of Planning, Organizing and Management of Parts, Revisions, Bill of Materials, and Issuance of Kits.
- Must have MS Office experience and proficient in Excel.

US Citizenship required, DOD Security clearance a plus, EOE / M / F / D / V

Job Location: El Dorado Hills, CA

Salary: DOE.