**Auxiliary Operations Resource** is GROWING and seeking an experienced Inventory/Receiving Clerk to join our growing team.

Aux-Ops is a service company that provides a variety of operational support offerings to supplement companies who outsource certain aspects of their business to third parties or lack the infrastructure, staff, or experience in operational related tasks or sustained operational requirements**.** The Aux-Ops team becomes a part of our client's work force or supply chain through contracted services. We can work within a company's existing facility or when appropriate the services can be outsourced and performed in an Aux-Ops facility. By leveraging a network of experienced staff, we are able to ramp up or scale-down on demand as our client's workload demands.

First shift with overtime offered. 8:00am-4:45pm Monday - Friday. Some weekend work.

**Responsibilities:**

* Perform critical inventory tasks to ensure the correct amount of items are in stock
* Receive pallets of product
* Review documentation and troubleshoot quantity discrepancies between stock and records
* Assist in our finishing department counting and recording damages and overstock
* Pull inventory for departments when necessary using pallet jack or forklift
* Collaborate with warehouse employees and other staff to ensure business goals are met
* Reports to the manager on stock levels and all job duties, issues etc

**Requirements and Qualifications:**

* High school diploma
* Minimum of one year of related experience in wholesale, warehousing, or logistics
* Proficient with computers especially EXCEL
* Good with numbers and math
* Forklift experience is a plus but not required
* Physical ability to lift 10-40 pounds

**Skills needed to be successful:**

* Attention to detail
* Ability to stand and walk for full shift
* Desire to produce quality work
* Work Independently and with Teams
* Follow instructions
* Excellent Computer Skills
* Superior organizational and communication skills

**Benefits offered:**

* PTO
* Health, Dental, Vision, Life insurance offered

Our team shows pride in their work and workplace. If you'd like an opportunity to be a part of our team please submit an application at the email address provided.

Job Type: Full-time

Pay: $14.00 - $16.00 per hour