

Human Resources

DELKIN DEVICES

JOB DESCRIPTION

ROLE: MATERIALS CLERK

Department: MATERIALS **Cost Center:** 01-7600

REPORT TO: MASTER SCHEDULER

Type of position: Full-Time Part-Time

Hours: 40/wk Exempt Non-Exempt

Employee Name:

Employee Signature:

Date:

Company: Delkin Devices is a privately held company founded in 1986, with Corporate Headquarters in San Diego, CA and European Offices in Birmingham, England. We are consistently recognized as one of San Diego County's leading manufacturing companies, with sales and distribution channels across the world. Delkin isn't just another flash storage SSD provider. We are an ISO 9001 certified manufacturer exclusively focused on non-volatile storage solution requirements for application-specific embedded, industrial OEMs. Utilizing controlled configurations, life-cycle management, product customization, and an outstanding USA-based design, manufacturing, and support team, Delkin delivers exactly the right products needed by OEMs for embedded and industrial applications.

Summary: Under general supervision, this position will work as part of a team and will be responsible for the tracking and control of product and supply inventory, will perform shipping and receiving, storing, distribution of stock parts, equipment and supplies, and kitting.

Duties and Responsibilities:

- Maintain and update inventory activities, including inventory movement.
- Keep track of all products and supplies, ensuring that stock is accurate and well organized.
- Assist in auditing of inventory counts, report on and reconcile discrepancies when found.
- Perform clerical duties related to maintaining stock inventories and stockroom.
- Follow procedures for processing transactions in company software system.
- Receive, unpack, inspect and verify materials and supplies against invoices and packing slips.
- Pick and verify materials against packing slips for sales orders, pack and prepare for shipping (picking).
- Use industry standard practices for packaging and shipping products and other items.
- Pull parts for work orders and prepare them for production (kitting).
- Comply with Continual Improvement Programs, such as 5S.
- Ensure proper care in use and maintenance of equipment and supplies.
- Initiate requests for vendor corrections or improvement.
- Comply with workplace safety and environmental practices.
- Perform miscellaneous job-related duties as assigned.

Minimum Job Requirements:

- At least a High School Diploma or equivalent;
- At least 5 years' experience in this role;
- Experience in an electronics manufacturing environment required.

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Knowledge, Skills and Abilities Required:

- Working knowledge of MS Office Suite, including Word, Excel, Outlook.
- High level of organization and attention to detail.
- Experience with an Enterprise Resource Planning (ERP) system.
- Ability to communicate effectively with multiple departments.
- Must be able to work independently and in a team environment.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to lead others when needed.
- Ability to prepare routine administrative paperwork.
- Ability to receive, track, and distribute materials, supplies, and equipment.

Working Conditions:

- Work is primarily conducted in a warehouse environment.
- Position will be *regularly* required to talk, hear and sit, and to reach with hands and arms, with *significant* periods of bending, walking and standing.
- Must be able to walk up and down stairs and use ladders.
- Regular use of computer keyboard is required; vision requirements will be mostly close for computer monitor and label reading.
- Lifting requirements up to 50 pounds, though regular weight is 10-35 pounds.
- Exposure to moderate levels of noise and variations in temperature.
- Limited exposure to physical risk.