



JOB DESCRIPTION Inventory 1

TBA-HR-FJ-151

REPORTS TO:	Inventory 3	PAY:	Hourly
POSITION	Full Time	FLSA CLASS:	Non-exempt
DEPARTMENT	Inventory	SHIFT	Day

JOB SUMMARY:

Inventory 1 employees report to Inventory 3. Inventory 1 employees shall have a computer background with an existing knowledge of inventory software. Duties will include but are not limited to driving a forklift, completing daily stocking of shop floor, inventory bins, buildings with project specific parts and working in a team setting. Inventory 1 should be able to read blueprints.

QUALIFICATIONS:

Inventory 1 employee qualifications include experience with ERP/MRP systems, Microsoft Excel and Word. Ability to read blueprints. Ability to acquire Forklift certification. Part number knowledge and be able to identify where stock and project specific items are stored.

SUPERVISORY RESPONSIBILITIES:

- None

DUTIES AND RESPONSIBILITIES:

- Complete daily tasks as assigned.
- Follow instructions from Management.
- Inspect and receive incoming inventory.
- Know Microsoft Word and Excel.
- Read and understand blueprints.
- Provide production employees with material they need to complete their jobs (kitting).
- Read and understand packing slips.
- Use a min/max process.
- Able to pick and commit parts and maintain accurate quantities in Fishbowl.
- Perform inventory cycle counts several times a month.
- Work irregular hours and overtime when required.
- Create a welcoming environment.
- Bring a positive attitude each day.
- Other duties as assigned.

REQUIRED SKILLS / ABILITIES

The Inventory 1 is expected to work with minimal supervision and a customer centered focus. Be able to proactively address issues which may affect Safety, Quality, Efficiency and Productivity to prevent personal injury, and property damage.



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TRAVEL, HOURS OF WORK, & SUPERVISION:

This position normally requires the individual to be physically present at one or more TBB manufacturing location Monday through Friday as deemed necessary. This position will report to Inventory 3.

CERTIFICATES, LICENSES AND REGISTRATIONS:

- Forklift certification.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- Ability to learn new programs as needed, such as Fishbowl or Smartsheet.

PHYSICAL REQUIREMENTS (including but not limited to):

- Regularly able to work a 12-hour shift standing/walking.
- Regularly able to climb ladders repetitively.
- Regularly able to bend, crouch, twist, pull.
- Regularly able to lift/carry 80 lbs.
- Regularly able to work at a desk for short periods of time.
- Regularly able to work in all types of weather.

Revision Date	Author	Description
2/15/23	SR	Original Release