Job Description

Stockroom Specialist Associate

Melbourne-Mnemonics-Inc.

US CITIZENSHIP REQUIRED

E-Verify Job Type-Full Time 9/80 work week Drug Free Workplace Salary: $15 / hour

1. Position Summary

The Stockroom Specialist Associate is responsible for supporting daily stockroom and inventory control operations, including receiving, storing, issuing, tracking, and kitting materials in support of production schedules. This position ensures that all material movements are accurately documented, inventory records are maintained, and materials are properly identified, protected, and traceable to the applicable part number, lot or serial number, and contract or work order, as required.

The Stockroom Specialist Associate works closely with Materials, Procurement, Production, Quality, and other departments to ensure materials are available when needed, inventory discrepancies are promptly reported, and established company procedures and quality requirements are followed.

The employee is responsible and accountable for the accurate and timely completion of assigned duties and for immediately escalating discrepancies, shortages, damaged materials, and other conditions that may affect inventory accuracy or production schedules. This individual has the responsibility and authority to perform the assigned tasks below.

2. Essential Duties and Responsibilities

Inventory Accuracy and Recordkeeping

- Maintain accurate inventory records for material quantities, locations, status, and applicable contract or work order assignments.
- Perform physical inventory counts and cycle counts as assigned, investigate discrepancies, and report findings to the Materials Manager for resolution.
- Document and process material transfers, returns to stock, production returns, and other inventory transactions using the required forms and system procedures.
- Ensure inventory adjustments are supported by appropriate documentation and approved in accordance with company procedures.
- Maintain organized stockroom locations and ensure materials are stored under appropriate environmental, handling, ESD, and shelf-life controls, as applicable.
- Promptly report discrepancies between physical inventory and system records rather than making unsupported adjustments.

Production Kitting and Material Issuance

- Prepare, verify, and issue production kits in accordance with approved bills of material, work orders, production schedules, and established kitting procedures.

- Verify part numbers, quantities, revisions, and other applicable identification requirements before issuing materials to production.
- Ensure kits are complete and accurately documented before delivery to the designated work center.
- Identify shortages, substitutions, discrepancies, or unavailable materials and promptly communicate them to the Materials Manager and appropriate Production or Planning personnel.
- Issue additional materials and supplies as authorized, ensuring all transactions are documented and inventory records are updated.
- Receive and account for unused or returned production materials, verify quantities and identification, and ensure appropriate disposition and system transactions are completed.

Storage, Organization, and Material Preservation

- Maintain a clean, organized, and orderly stockroom to support efficient material handling and retrieval.
- Store materials in designated locations and maintain clear identification and location records.
- Monitor shelf-life-controlled materials and notify the appropriate personnel of approaching expiration dates or expired material.
- Follow applicable ESD, FOD prevention, handling, packaging, preservation, and material segregation requirements.
- Use appropriate material handling methods and equipment to prevent damage, loss, or contamination.

Documentation, Compliance, and Communication

- Maintain accurate and complete documentation for receiving, issuing, transferring, returning, and counting materials.
- Follow company procedures, work instructions, and applicable quality management system requirements.
- Support inventory audits, physical inventories, internal assessments, and customer or regulatory audits as assigned.
- Communicate material shortages, inventory discrepancies, documentation errors, and potential production impacts promptly to the appropriate personnel.
- Work cooperatively with Materials, Procurement, Production, Quality, and Planning to support production requirements and on-time delivery.
- Perform other related duties as assigned by management.

3. Qualifications, Education, and Experience

Education:

- High school diploma or equivalent preferred.
- Must possess the ability to read, write, understand work instructions, and perform basic arithmetic calculations.

Experience:

- Previous stockroom, warehouse, inventory control, material handling, or manufacturing experience preferred.
- Experience with inventory management or MRP/ERP systems is beneficial.
- Training will be provided on company-specific procedures, systems, and material control requirements.

Knowledge, Skills, and Abilities:

- Strong attention to detail and commitment to inventory accuracy.
- Ability to verify part numbers, quantities, and supporting documentation.
- Basic computer skills and ability to enter and retrieve inventory information.
- Ability to follow written procedures and established authorization requirements.
- Effective communication and organizational skills.
- Ability to identify discrepancies and escalate issues promptly.
- Ability to manage assigned tasks while supporting changing production priorities.
- Demonstrated dependability, integrity, and accountability.

4. Physical Requirements and Work Environment

- Ability to stand, walk, sit, bend, reach, and perform repetitive material handling tasks as required.
- Ability to lift, carry, and move materials within established company weight limits and applicable safety requirements.
- Ability to work in a manufacturing and stockroom environment while complying with applicable safety, ESD, FOD, and material handling requirements.
- Reasonable accommodations will be made for qualified individuals with disabilities in accordance with applicable law.

5. Performance Measures

Performance will be evaluated based on the accuracy, timeliness, quality, and consistency of assigned responsibilities. Applicable measures include:

- **Inventory accuracy:** Accuracy of physical counts, inventory locations, quantities, and system transactions.
- **Kitting accuracy:** Correct part numbers, quantities, revisions, and documentation issued to production.
- **Timeliness:** Completion of receiving, stocking, kitting, material issuance, and inventory transactions in accordance with established priorities and schedules.
- **Documentation accuracy:** Completeness and correctness of receiving records, material transfers, production returns, and inventory adjustments.

- **Material traceability and preservation:** Compliance with identification, lot/date-code, shelf-life, ESD, and other applicable material control requirements.
- **Discrepancy reporting:** Timely identification, documentation, and escalation of inventory variances, shortages, damaged materials, and other issues.
- **Stockroom organization:** Maintenance of orderly storage locations and compliance with applicable housekeeping and material control procedures.
- **Procedural compliance:** Consistent adherence to company procedures, work instructions, safety requirements, and the quality management system.

Specific performance targets will be established by management based on business requirements, assigned responsibilities, and available performance data.

6. General Responsibilities and Accountability

The Stockroom Specialist Associate is expected to follow established company procedures, maintain accurate records, protect company and customer-owned property, and take responsibility for the quality and accuracy of assigned work.

Inventory transactions must be supported by appropriate documentation and processed in accordance with established procedures. Discrepancies must be reported promptly and resolved through the appropriate authorization process. Materials must not be substituted, scrapped, transferred, or otherwise dispositioned without the required authorization.

7. Acknowledgment

This job description describes the general nature and level of work performed in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Management reserves the right to modify assigned duties consistent with business needs.

E.O.E: race, color, religion, gender, age, national origin, gender identity, individuals with disabilities, veteran status, protected veterans, or disable.

About Mnemonics, Inc.

For over 47years Mnemonics, Inc. has been a high technology supplier in the Aerospace and Defense, and Industrial markets. The corporation is committed to providing cost-effective products, solutions, and services that exceed our customer's expectations while continuously striving for technical superiority and quality.

Mnemonics, Inc. offers an environment where innovation and creativity are the keys to personal and corporate success. If you are looking for the small company environment, excellent salaries, comprehensive benefits; an exciting, and challenging future, then Mnemonics, Inc. invites you to apply.

Visit our website https:/Mnemonics-inc.com fill out an application and voluntarily complete the Affirmative Action Form (AAP) / Self-Identification questionnaire.

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