



## JOB DESCRIPTION

### TITLE: STOCKROOM AUDITOR

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Department: Materials  
Reports To: Stockroom Supervisor  
Approved By: Stockroom Supervisor  
Non-Exempt Position

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#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The employee is responsible for maintaining the stockroom in a neat and orderly condition; auditing and maintaining production kits of material, read bills of material and drawings, move material to stock, use of reel/ scale counters, being able to work independently with good speed and accuracy; reconciling discrepant receipts with supplier or customer, including manufacturing documentation; and releasing of production kits to manufacturing after final verification.

#### **EDUCATION AND/OR EXPERIENCE:**

To perform this job successfully, an individual must know how to use basic math and computer skills in order to enter stockroom transaction with MRP/ERP software, have the ability to track, control, issue, and/or ship all parts and materials processed through the company, and must have electronic component experience with a minimum of three years electronic kit preparation for this position.

#### **MUST BE A U.S. PERSON.**

#### **ADA REQUIREMENTS:**

The key physical requirements for this position include the ability to move within the distribution warehouse area, walking, sitting, standing, climbing, carrying, pushing/pulling and lifting 1–60 pounds occasionally.

#### **EYE EXAM REQUIREMENT:**

An annual eye exam is required due to the nature of our business and customer requirements.

I \_\_\_\_\_ (employee) have read and agree to the duties, responsibilities and requirements of this job description and have the ability to perform them successfully.

Employee Signature:

Date:

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