

 **INTERNAL/EXTERNAL  
JOB POSTING****DC—CORBIN—Inventory Manager (New Position)****JOB OVERVIEW**

- Maintains and tracks inventory of materials on hand
- Ensures accuracy in the completion of material records
- Point person for Inventory Control management
- Clerical duties, compiling, filing data
- Protects, retains, retrieves and transfers inventory
- Responsible for keeping work space orderly
- Responsible for Warehouse Distribution Operators
- Support the QMS and SEKRI policies and procedures
- Other duties may be assigned as necessary

**QUALIFICATIONS**

- Must be able to drive Forklift, pre-inspect, and use pallet jacks
- Must know Microsoft office and have PC skills
- Must have the ability to work in a team environment and maintain regular attendance
- Must have organizational skills
- Must be able to work overtime as business need dictates
- Must have a good memory, understand numerical data and mathematics, and have good reading skills
- Ability to prioritize tasks
- Ability to function well in a high-paced and at times stressful environment.
- Other responsibilities that can be acquired
- Maintain good safety record

**JOB DETAILS**

Salary: \$12.00+ depending upon experience

Schedule: Full time, 38+ hours per week

Location: Home base location - Corbin, Kentucky

Expected Start Date: TBD (to be decided)

Application Process: As per SEKRI's HR Policies and Procedures, all factors being equal, first priority will be given to internal and local applicants. Submit Internal Job Application and/or Resume to the HR Department and Plant Facility by:

**THURSDAY, JANUARY 21, 2021**

Misty Looper—HR Manager

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