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## ***Position Description for Inventory Clerk***

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|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position:</b>          | Inventory Clerk (Full Time)                                                                                                                                                                                                                                                                    |
| <b>Reports to:</b>        | Production Planning Supervisor                                                                                                                                                                                                                                                                 |
| <b>Position Location:</b> | 602 E. Walnut Street                                                                                                                                                                                                                                                                           |
| <b>Company Overview:</b>  | We are a leading metal manufacturing company committed to innovation, quality, and customer satisfaction. Join our dynamic team and contribute to our mission of delivering top-notch metal products to our customers                                                                          |
| <b>Position Mission:</b>  | The Inventory Clerk is responsible for maintaining precise records of an organization's products and materials. This role includes tracking stock levels, performing routine audits, and ensuring effective inventory management, while also assisting with shipping and receiving operations. |
| <b>Compensation:</b>      | \$17.00 – \$22.00/ hr.                                                                                                                                                                                                                                                                         |
| <b>Revision Level:</b>    | R2 (7.31.2026)                                                                                                                                                                                                                                                                                 |

### **Essential Roles and Responsibilities Overview:**

- Unloading and inspection of shipments for damage and conformity, which includes reviewing purchase order specifications, prints and packing slips; and using tools such as a micrometer, caliper, tape measure and band cutter.
- Physical verification of incoming purchased parts/material and a review of packing slips or bill of lading for entry into our NAV system.
- Make deliveries to the appropriate internal departments as product arrives
- Work with production and planning to ensure timely delivery of parts that require outsourcing
- Plan storage locations, determine proper location of supplies to allow for maximum space utilization to ensure optimal storage and/or staging utilization
- Communicate any issues or delays in shipments to impacted areas with corrective action plans and timing for resolution
- Increase inventory accuracy through monitoring of daily warehouse activities, shipping/receiving procedures and audits, resolving any discrepancies quickly and efficiently
- Regularly assess stock levels to identify shortages or surpluses and take necessary action.
- Accurately log inventory transactions, including receipts, shipments, and adjustments, in the management system.
- Conduct routine and ad-hoc inventory audits to verify accuracy and resolve discrepancies.
- Coordinate with purchasing and other department managers to reorder inventory and enhance the inventory process.
- Maintain a well-ordered storage area with proper labeling and efficient item placement.

- Adhere to company policies, safety regulations, and quality standards in inventory management.
- Any other duties as assigned
- Maintain the warehouse in a clean, orderly and safe condition

#### **Requirements / Qualifications Overview:**

- High school diploma or equivalent.
- Proven experience in inventory management or related roles is a plus.
- Familiarity with inventory software and data entry skills.
- Strong attention to detail and accuracy.
- Excellent organizational and time-management skills.
- Effective communication and teamwork abilities.
- Ability to lift and move heavy items, when required.

#### **Attributes:**

- Consistently exhibits appropriate attendance habits, working the hours (and / or overtime) necessary to perform the job and ensure timely / accurate completion of assigned tasks.
- Organizes and maintains efficiency of personal work area.
- Provides necessary, accurate, and timely feedback of all pertinent information to co-workers and management.
- Effectively communicates with co-workers and management personnel to enhance teamwork and communication initiatives.
- Consistently adheres to, and support, company policies and procedures, including ISO, TS16949, and safety regulations.
- Accept instructions and duties in a positive manner, while treating others with dignity and respect.
- Demonstrate all the attributes of a positive role model (including professionalism, personal integrity and a positive attitude) for employees and managers to emulate.

#### **Physical Requirements**

- Regularly required to use hands to finger, handle or feel, reach with hands and arms, and talk or hear.
- Regularly lift and/or move objects 10-50 lbs. Occasionally lift and/or move objects that more than 75 lbs.
- Frequently required to stand, walk, stoop, kneel, crouch or crawl
- Occasionally required to sit and climb.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus.

#### **Benefits Overview:**

- Competitive pay based on experience
- Health Insurance
- Dental and Vision Insurance
- Paid Time Off and Paid Company Holidays
- Employer Paid Basic Life Insurance

**T&D Metal Products is an Equal Opportunity Employer.** We are committed to creating an inclusive environment for all employees and do not discriminate based on race, color, religion, sex, national origin, disability, age, veteran status, or any other protected status.

- Voluntary Life Insurance for Employee, Spouse, and Child(ren)
- 401(k) with Company Match
- Employer Paid Short Term and Long Disability Insurance