

## Job Posting

Role: **Warehouse Technician**

Shift: **8:00am – 4:30pm** *Must be willing to work any shift*

Pay: **Entry: \$ 10.00/hour - \$12.00/hour** *based on Experience, Skill Sets, and Performance*



### Description:

The Warehouse Technician manages the flow of products and materials in and out of the warehouse, supporting both our internal and external customers. The technician is also responsible for ensuring the inventory accuracy of the warehouse.

### Job Requirements:

- Load and Unload of shipments and receiving, validating against packing lists and noting any discrepancies
- Pulls and stages raw materials needed for daily production
- Maintains an accurate physical count of inventory in warehouse
- Verifies and receives new inventory and vendor shipments, followed by stocking the inventory in the warehouse and completes all necessary system transactions
- Participates in quarterly inventory cycle counts
- Prints reports on a daily, weekly and/or as needed basis
- Completes daily inventory transactions as needed
- Assists supervisor with all inventory replenishment reports and inventory interactions with other departments
- Adheres to safety policies and practices within the department and facility

### Skills:

- Ability to multi-task with close attention to detail
- Computer skills a plus (MS Word/MS Excel/MS Access/Filemaker)
- Working with measuring devices, such as micrometers, scales
- Problem solving skills
- Working independently as well as in a Team Environment
- Candidate must be able to safely operate warehouse equipment such as a pallet jack or forklift

### Physical Demands

- Employees must frequently lift and/or move up to 75 lbs, may occasionally be required to lift up to 100 lbs.
- Frequent bending, lifting, twisting, and grasping

### Education/Training Requirements:

- High School Diploma/GED
- Two years of work experience preferred, but not necessary

Interested candidates can fill out an application in person at 6320 Highview Drive, Fort Wayne, IN 46818. Our office accepts applications between the hours of 8:00am – 3:30pm. Resumes can also be emailed to [careers@precisionwiretech.com](mailto:careers@precisionwiretech.com).