

## Logistics/Inventory Control

**Reports To:** Operations Manager  
**Department:** Operations  
**FLSA Status:** Non-Exempt



### **JOB SUMMARY:**

Responsible for managing products incoming and outgoing according to delivery plan, procedures and standards and coordinates outsourced storage and transportation, and inputs data required through ERP system.

### **RESPONSIBILITIES/ACCOUNTABILITY:**

- Regular checking and supervising of products in warehouse to ensure product quality in good condition.
- Inspecting and accepting products into the factory in accordance with the requirements of acceptance criteria.
- On-site supervising steel billet and steel pipe, and their storage accounting in storage area.
- Ensuring material and data is consistent and pipe is stacked in order.
- Management of the storage and transportation of inventory.
- Logistics management of pipe and billet through the ERP system.
- Coordinating product transportation with outsourced logistics unit.
- Safe transportation of product.
- Receiving and counting stock items, and recording data into computer.
- Packing and unpacking items to be stocked on shelves in stockrooms, warehouse, or storage yards.
- Verifying inventory computations by comparing them to physical counts of stock, and investigating discrepancies or adjusting errors.
- Storing items in an orderly and accessible manner in warehouse, tool room, supply room, or other areas.
- Marking stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Cleaning and maintaining supplies, tools, equipment, and storage areas to ensure compliance with safety regulations.
- Determining proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Keeping records on the use or damage of stock or stock-handling equipment.
- Examining and inspecting stock items for wear or defects, reporting any damage to supervisors.
- Providing assistance or direction to other stockroom, warehouse, or storage yard workers.
- Routine operation of overhead crane.
- Responsible for meeting the quality objectives in your department/position.
- Performing other duties as assigned by your supervisor.

### **QUALIFICATIONS:**

1. High School diploma or GED.
2. Valid Driver's License.
3. A minimum of one (1) year experience in shipping, receiving, storage, transportation and/or logistics.
4. Experience in machine, industrial or related work preferred.
5. Forklift and overhead crane operations experience preferred.

6. Valid U.S. Passport preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to effectively deal with other people, especially other Company personnel, to enlist needed cooperation in implementing regulatory requirements
- Ability to work various shifts.
- Must have a team player attitude and have a commitment to SAFETY.
- Knowledge of compiling reports and ensuring compliance.
- Requires, at all times, wearing protective and safety equipment.
- Ability to effectively use a computer for data entry, reporting and word processing.

**PHYSICAL REQUIREMENTS:**

- Ability to work in heat, cold, dust, noise/vibration and confined space and hazardous conditions.
- Ability to work in a high temperature environment, working high above the ground and work in outdoor environment.
- Normal physical activity includes frequent sitting, standing, and walking in a usual workday.
- Requires frequent bending, stooping, squatting, kneeling, crawling, climbing a ladder and stairs, and reaching above shoulder level.
- Requires employee to occasionally lift and carry heavy objects weighing 50 – 100 lbs.
- Requires retrieving files by pulling out and pushing in potentially heavy filing cabinet drawers and other objects.

**TRAINING EXPECTATIONS:**

Applicant should have knowledge and should be skilled in this field through education and work experience.

- Upon hire, employee will receive necessary rules and regulations.
- Every year in this position staff will attend training and continuing education as required for the position.
- Everyone is responsible for safety.