

Temporary Non-Exempt Position - ~2 month project
Req # 170
U.S. Citizenship is required

Stock Clerk (Temporary)

Brief Description of Job Duties:

Under direct supervision receives, unpacks, and issues material and supplies into a stockroom or warehouse. Checks goods received against packing list, purchase order, bill-of-lading or other documentation to verify correctness of incoming shipments. Counts material throughout the stockroom and production areas. Sorts, counts, and checks raw materials, semi-finished parts, and finished goods. Maintain inventory by performing daily cycle counts, Pulls kits for production and engineering prototypes and enters ERP data. Pulls, packages, and prepares product for shipment. After successful completion of the probation period, this position will be cross-trained to perform shipping and receiving functions.

JOB REQUIREMENTS

The applicant MUST have the following qualifications:

- Minimum 2 years stockroom experience in the electronic manufacturing industry
- Ability to read, write, and speak English
- Ability to lift 45 pounds
- Experienced with ERP or MRP software
- High school diploma or equivalent
- U.S. citizenship

The WANTS for this position are:

- Experience with Visual Manufacturing ERP software
- Experience with Empower software

E-Verify

As a Federal Contractor, FEI-Zyfer is required to participate in the E-Verify Program to confirm eligibility to work in the United States. For information regarding your legal rights and protections, please click on the following links:

- E-Verify - https://e-verify.uscis.gov/web/media/resourcesContents/E-Verify_Participation_Poster.pdf
- Right to Work - https://www.e-verify.gov/sites/default/files/everify/posters/IER_RighttoWorkPoster.pdf

AAP/EEO/Reasonable Accommodation

As a federal government contractor, in accordance with applicable laws, regulations, Executive Orders, FEI-Zyfer, Inc. is required to develop annual Affirmative Action Plans (AAPs) and is committed to employ and advance in employment qualified minorities, women, individuals with disabilities, and protected veterans (including but not limited to, disabled veterans, recently separated veterans, Armed Forces service medal veterans, and any other protected veterans). Any employees or applicants who wish to review the Affirmative Action Plan (AAP) for individuals with Disabilities and Protected Veterans can contact us by sending an email to HR@fei-zyfer.com or by calling Human Resources at (714) 933-4000.

FEI-Zyfer expressly prohibits discrimination based on any protected status, workplace harassment/bullying, and retaliation for filing a complaint or providing information related to a complaint. FEI-Zyfer, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race/ethnicity, color, ancestry, religion, creed, sex/gender, gender identity/expression, sexual orientation, marital/parental status, pregnancy/childbirth or related conditions, national origin, age, disability, genetic information, veteran status, or any other protected status. EEO is the law; go to <https://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf> to find out more.

If you are an individual with a disability or a disabled veteran and require a reasonable accommodation in applying for any posted position, please contact Human Resources at (714) 933-4000.