

**Job Title:** Inventory Warehouse Worker

**Location:** Conn-Weld Industries, LLC.

**Shift:** Day Shift

**Employment Type:** Full-Time

**About the Role:**

We're a close-knit team at Conn-Weld Industries, and we're looking for a hardworking and dependable Inventory Warehouse Worker to join us. In this role, you'll help keep our inventory running smoothly, work with other departments, and make sure our ERP system (NetSuite) is accurate and up to date. If you're hands-on, love solving problems, and want to be part of a supportive team, we'd love to meet you!

**What You'll Be Doing:**

- Handle incoming and outgoing inventory, making sure everything matches purchase orders and shipping schedules.
- Unload trucks, check deliveries for accuracy and damage, and report any issues.
- Count, track, and accurately record inventory numbers.
- Keep the warehouse organized by putting stock in the right places.
- Gather the right items for production jobs and get them staged for use.
- Help track deliveries and returns, keeping everything well-documented.
- Enter inventory data into our NetSuite ERP system to keep things accurate.
- Safely use forklifts and handheld scanners to manage inventory.
- Make sure products are labeled correctly and stored properly.
- Keep your workspace and the warehouse clean and clutter-free.
- Work closely with other departments to keep production moving smoothly.

**What We're Looking For:**

- Strong problem-solving and critical thinking skills.
- Willingness to learn and use our NetSuite ERP system.
- Great communication skills and a team-first attitude.
- Detail-oriented with good organizational habits.
- Self-starter who can stay productive without constant supervision.
- Comfortable with computers and handheld scanners.
- Physically able to be on your feet for 8 hours and lift up to 80 pounds.
- Forklift experience is a plus!

**Our Core Values:**

- **Teamwork:** We support each other and work together to get the job done.
- **Accountability:** We own our tasks and deliver results.
- **Adaptability:** We stay flexible and tackle challenges head-on.
- **Positive Attitude:** We work hard and keep a great attitude while doing it.

**How to Apply:**

**Internal Applicants:** Email **Bridgette Morris** at [bridgette.morris@conn-weld.com](mailto:bridgette.morris@conn-weld.com) and **Stephanie Higgins** at [shiggins@conn-weld.com](mailto:shiggins@conn-weld.com) with:

- How long you've been with Conn-Weld.
- Your past job roles.
- Why you'd be a great fit for the team.
- Anything else you want to share.
- Be sure to let your current supervisor know you're applying.

**External Applicants:** Drop off your resume in person, apply online, or email your resume to [bridgette.morris@conn-weld.com](mailto:bridgette.morris@conn-weld.com) and [shiggins@conn-weld.com](mailto:shiggins@conn-weld.com).

**All applications must be submitted by February 4, 2025.**

Join a hardworking, supportive team that values doing things right. We can't wait to hear from you!