



You haven't experienced a company like Stylmark before! We are an employee-owned leader in designing and manufacturing finished fixtures and full solutions, including aluminum and steel, LED lighting, displays, showcases, fitting rooms, shelving and more.

### **Receiving Material Control Clerk Job Description**

The Receiving Material Control Clerk at Stylmark is responsible for receiving, inspecting, storing and recording all purchased parts and materials, as well as pulling material from the warehouse for internal job order fulfillment.

### **Education/Training**

High school degree or equivalent job experience required. Six to twelve months tool crib experience desirable.

### **Job Duties**

1. Receive parts and materials and unloads materials from trucks
2. Records parts and materials as inventoried or non-inventoried items
3. Delivers parts and materials to proper location in the warehouse
4. Cycle counting
5. Rounds up baskets and carts and distributes to vendors when needed
6. Daily Reports
7. Prepares for Fiscal Year Inventory
8. Other duties as requested by Supervisor and/or Lead

### **Skills & Abilities**

- Learn and remember part numbers
- Read packing slips and other materials lists, match quantities, and identify discrepancies
- Perform basic mathematical calculations
- Perform data entry on computer terminal
- Detail oriented to inspect parts and provide accurate quantities of parts
- Lift and move cartons weighing up to 50 pounds
- Communicate effectively
- Work independently and be self-motivated
- Cooperate with other company personnel
- Work flexible schedule and overtime as needed
- Obtain Stylmark's Class B Fork Lift Truck license

### **Sound like you?**

We are an entrepreneurial, family-like environment where everyone's ideas matter and add value. We have fun, collaborate and learn from each other.

Stylmark offers a strong total compensation package including:

- \$1000 Signing Bonus
- Employee Stock Ownership Plan
- Medical
- Dental
- Company Paid Short Term Disability
- Company Paid Long Term Disability
- Company Match 401(k) / Roth
- 2<sup>nd</sup> Shift Differential
- Employee Referral Program
- Paid Time Off
- Holiday Pay
- Underground, climate controlled, free parking

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Job Type: Full-time

Hourly Base Wage Range\*: \$17.00 – \$22.00 (\*Pay is dependent on skills and qualifications)

**Please submit cover letter/resume to: [hr@stylmark.com](mailto:hr@stylmark.com)**