



Star Cutter Company Job Description



Job Title: Stock Room Associate

Location: Elk Rapids Engineering
Elk Rapids, MI

Reports to: Production Supervisor

Role

Elk Rapids Engineering is seeking a full time Stock Room Associate, who will contribute to the future success of the company by significantly contributing to the inventory processes necessary for the manufacturing and performance of on time, on quality, machines. Under the Star brand name, Elk Rapids Engineering manufactures the NXT, a 5-Axis CNC tool and cutter grinder for the manufacturing of end mills, high performance drills, step drills, form tools, orthopedic surgical instruments, as well as a large portfolio of gear tools.

Responsibilities

- Receive parts to be stocked in an orderly and accessible manner on shelves in stockrooms.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
- Assemble kits using existing inventory for productions builds of new product.
- Maintain job orders for accuracy, carrying through and engineering change orders or schedule changes working with production planning.
- Perform scheduled cycle counts of selected inventory parts accurately, ensuring they are serviceable and packaged appropriately.
- Assist shipping and receiving to process parts through receiving using the ERP system verifying all identifiable information is correct
- Assist shipping and receiving with sending parts to customers using documented packing instructions.
- Process part requests for production ensuring all parts are transacted correctly through the ERP system.
- Additional duties as required.

Education Requirements

- High School Diploma or equivalent (GED).
- Over 1 year of experience working in shipping, receiving, or inventory control a plus.

Desired Skills

- Critical thinking using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Problem solving, analyzing information and evaluating results to choose the best solution.
- Time management utilizing one's own time and the time of others to ensure efficiency.

Physical Demands

- Occasionally required employee to sit; climb ladders or balance; and stoop, kneel, crouch or crawl. May require prolonged periods of standing or sitting.
- The employee must frequently lift and/or move up to 40 pounds up to 4 feet off the ground.

Please submit resume to:

Human Resource Department
4210 Doyle Drive
Lewiston, MI 49756

recruiting@starcutter.com