

JOB TITLE: MATERIAL / STOCKROOM HANDLER (Entry Level to Experienced)

Weldon Pump, a Cleveland area company with over 80 years of manufacturing, is seeking an entry to experienced level Material / Stockroom Handler.

Responsibilities:

Performs a variety of inventory and stockroom tasks. Verifies counts and paperwork on materials received into stockroom and routes outgoing items to appropriate departments/locations:

- 1) Responsible for accurately managing product within stock locations.
- 2) Verifying accuracy of product movement.
- 3) Store items in an orderly and accessible manner in the stockroom and other areas.
- 4) Verify counts and paperwork on raw and finished goods that come into stockroom.
- 5) Must be able to interact and communicate with all departments.
- 6) Work with quality department on making adjustment, parts request transactions
- 7) Follow all FAA guidelines and AS9100 procedures as required
- 8) Computer skills with data entry and typing are essential along with skills in MS Outlook
- 9) Must be able to lift 75 lbs.
- 10) Will be the backup for Shipping/Receiving Clerk
- 11) Maintains safe and clean working environment by complying with procedures, rules, and regulations.

Required Qualifications:

- High School Diploma or equivalent
- Mechanical aptitude with good physical dexterity
- Ability to lift/move up to 75 lbs.
- Attention to detail
- Basic computer knowledge

Preferred Skills:

- Prior manufacturing experience
- Forklift trained

In addition to competitive compensation, we offer our employees a comprehensive benefit package including Health & Dental Insurance, Paid Time Off, and a variety of non-traditional benefits. We have an air-conditioned, clean, plant environment.

- Standard Work Hours – 7 am to 3:30 pm (M-F)
- Weldon Pump is an Equal Opportunity Employer.
- Job Type: Full-time
- Schedule: 8-hour shift
- Work authorization: United States (Required)