

Fresh INNOVATIONS CALIFORNIA, LLC.

Job Title: Inventory Parts Clerk

Location: Stockton, CA office

Summary:

This position is a self-driven/self-motivated individual capable of working proficiently, both independently and as part of a team, without direct supervision. The position oversees and actively participates in daily activities surrounding the upkeep of parts room to maintain top efficiency and eliminate down time, receives and issues correct parts supporting the daily operation of the facility.

Duties and Responsibilities include the following. Other duties may be assigned.

- Parts Inventory – Create and maintain a PO system, keep inventory of parts needed and back order parts.
 - Complete internal purchase request form and obtain Manager approval for PO's.
 - Will work with Accounts Payable to match all invoices with PO's.
 - This is inclusive to the facility in its entirety.
 - Receive all incoming items and enter them in the system accordingly
- Projects Planning – Verify parts are in inventory as needed for upcoming projects.
 - Shall work with vendors and maintenance leads and collaborate on their needs.
- Work with vendors and availability of parts needed on a timely basis.
- Effectively organize the parts room by generating a parts management system.
- Conduct monthly inspections – fire extinguishers and Eye Wash stations.
- On occasion may receive production utilizing a forklift.

Qualifications:

- A minimum of (1) years of experience in Maintenance
- Friendly, professional, positive attitude with the ability to adapt to different personalities
- Self-motivated and results driven
- Exceptional communication skills
- Ability to handle a fast-paced work environment

Education/Experience:

High School diploma or equivalent.

Language Ability:

Ability to write routine reports and correspondence. Ability to speak effectively before groups of investors, vendors, customers, or employees of organization.

Math Ability:

Ability to calculate and understand figures and amounts such as percentages, area, discounts, interest, commissions, proportions, volume capacities and financial proformas. Ability to apply simple financial concepts areas relative to the position.

Reasoning Ability:

Ability to solve practical and complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel; and Microsoft PowerPoint and various internet communication software as well as syndicated data understanding.

Equipment:

Desktop computer
iPad

Supervisory Responsibilities: N/A**Work Attributes and Environment:**

The work attributes and environment characteristics described here are representative of those an employee encounters and must perform while executing the essential functions of this job.

- Time management assertiveness to adjust to specific duties
- Attitude: Approach all opportunities with a positive can-do attitude.
- Data-driven: Makes timely and effective decisions using data.
- Hands-on: Willing and able to jump in at all levels of the business to build and develop people, systems, and processes.
- Strategic and Systems Thinking: Understands the connections and relationships across functions and entities for both internal and external constituencies; can oversee the development of plans for complex projects and ensure successful execution.
- Change Leadership: Initiates and/or sponsors change efforts; aligns resources; overcomes resistance and engages, or motivates, others to implement and sustain change efforts where needed.
- Results-oriented: Does what is necessary to improve performance; balances the resources to produce desired outcomes; tracks and monitors performance.
- Partnership: Engages others to identify mutual goals, develop solutions, make decisions, and achieve outcomes.
- Service-oriented: Focuses and aligns actions and decisions on ways to enhance service and commitment to exceptional customer service.

While performing the duties of this job, the employee is maybe exposed to wet or humid conditions (non-weather); cold environment of 35 degrees, may work near moving mechanical

parts; and be apart to outdoor weather conditions. Most of this position would be an office environment. The noise level in the work environment is usually low to moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, listen, walk, sit, stand, lift, or move up to 50 pounds. The employee is moderately required to stoop, kneel, crouch, or crawl.

Employee Signature

Date

Management Signature

Date