



Inventory Assistant

Full-Time, 8-hour shift, Monday to Friday, Starting pay: \$18-\$20/hour

As the world leader in the manufacturing of electrostatic ion beam accelerator systems, National Electrostatics Corp. or NEC, is always looking for the best quality candidates to join our family. Being a part of the NEC family offers many rewards including being a part of an environment where we want to see you grow and succeed. We are an employee-owned company that has been in business for over 50 years.

This is a full-time position with excellent benefits. These benefits include paid time off (holiday, vacation, and sick leave), long term disability, life insurance, health insurance, 401K match options and Employee-owned stock plans.

Job Summary:

This is a regular full-time position (8 hours/day, Monday - Friday) with the responsibility of receiving and tracking a large and diversified inventory of components/parts for the manufacture of particle accelerators. Safe work habits, attention to detail, accuracy, good attendance and organization, the ability to work and think independently, along with the ability to work cooperatively with others in a positive, professional manner are expected.

Duties/Responsibilities:

- Responsible for receiving, inspecting, distributing and/or storage of items received from external vendors
- Determine which items require Quality Assurance Department inspection
- Determine which items require MSDS labeling
- Determine which loading dock(s) shipments should be delivered
- Manage inventory on all purchased parts, including inventory database
- Assist with other inventory as needed
- Receiving and/or pulling parts when needed for other departments
- Assign stock (components/parts) to active projects/jobs
- Other duties as needed



Skills and Experience Requirements:

- Prior stockroom work experience, including data entry and record management duties, preferably in a manufacturing setting
- Experience with manual inventory procedures and records preferred
- Experience or training in accounting is preferred
- Data entry skills and the ability to use common accounting tools, ex. Calculators

Qualifications:

- High school diploma or equivalent
- Good oral and written communication skills
- Average or better ability to read and write in English and to work from written instructions
- Basic math and organizational skills, including ability to multi-task
- Ability to work with others in a positive and professional manner
- Detail oriented, self-driven and ability to work independently

Physical Requirements:

- Ability to lift 40 pounds
- Ability to perform operations of manual dexterity, most of which are done while standing
- Ability to reach and bend to place or remove objects on storage shelves, often while on a step ladder or step stool (both are used)
- Eyesight vision of, or corrected to, 20/20

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This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

NEC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.