



## **National Electrostatics Corp.**

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## **Inventory Associate**

As the world leader in the manufacturing of electrostatic ion beam accelerator systems, National Electrostatics Corp. is looking for the best quality candidates to join our team. We are a unique and employee-owned company that has been in business for over 50 years. This is a full-time position with excellent benefits including paid time off, 10 paid holidays, health and dental insurance, 401k plan, and life work balance.

The inventory associate is a key part in maintaining optimum levels of inventory and required materials needed to meet customer delivery requirements. The inventory associate will be responsible for receiving and tracking a large and diversified inventory of components/parts for the manufacture of particle accelerators.

### **Essential Duties:**

- Receive and unpack incoming shipments of merchandise from external vendors.
- Process and return items that were damaged in shipment or do not meet quality standards.
- Maintain an accurate record of all inventory items, including data entry and record management.
- Determine which items require Quality Assurance Department inspection and which items require MSDS labeling.
- Stock shelves with new merchandise and remove outdated items.
- Assist customers with locating specific items.
- Assign stock (components/parts) to active work orders.
- Complete daily physical inventory and year-end cycle counts.
- Other duties assigned as needed.

### **Skills:**

- Mathematical and analytical skills.
- Ability to use inventory computer programs to update counts.
- Strong attention to detail.
- Exceptional organizational skills.
- Excellent dexterity skills.
- Great critical thinking and problem-solving skills.
- Outstanding verbal and written communication skills.

### **Education/Experience:**

- High school diploma or equivalent.
- One year of warehouse/stockroom experience.



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### **Physical Requirements:**

- Ability to lift 40 pounds and perform operations of manual dexterity while standing.
- Ability to reach and bend to place or remove objects on storage shelves, often while on a step ladder or step stool.

*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.*