



National Electrostatics Corp.

7540 Graber Road, P.O. Box 620310
Middleton, WI 53562-0310
U.S.A.

Tel: (608) 831-7600

Fax: (608) 831-9591

E-mail: nec@pelletron.com

Web: <http://www.pelletron.com>

At National Electrostatics Corp. (NEC), we are a leading manufacturing company committed to producing high-quality electrostatic ion beam accelerator systems worldwide. We pride ourselves on our commitment to quality and customer satisfaction. We are currently seeking a detail-oriented **Inventory Control Clerk** to join our team and help maintain our inventory accuracy and efficiency.

Job Summary:

As an **Inventory Control Clerk**, you will be responsible for managing inventory levels, tracking stock movements, and ensuring accurate inventory records. Your attention to detail and organizational skills will be crucial in maintaining our inventory systems and supporting our operations team.

Key Responsibilities:

- Monitor and maintain inventory levels, ensuring accurate stock counts.
- Conduct regular and year-end inventory audits and reconcile discrepancies.
- Assist in receiving, labeling and organizing incoming stock.
- Process inventory transactions in our inventory management system.
- Collaborate with purchasing and warehouse team members to optimize inventory flow.
- Ensure that internal customers have the supplies they need for optimal business operations.

Required Skills:

- Outstanding communication skills.
- Extremely organized and time-management abilities.
- Exceptional customer service skills.
- Strong attention to detail and analytical skills.
- Proficient keyboarding skills.
- Ability to perform mathematical calculations.

Education/Experience:

- High school diploma or equivalent.
- Previous experience in inventory control or warehouse position is a plus.



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Why Join Us?

- Competitive salary and benefits package.
- Opportunities for career growth and advancement.
- Supportive and collaborative team environment.

If you are a motivated and detail-oriented individual with a passion for managing inventory levels, apply now using our quick 3-minute application.

How to Apply:

Please submit your resume to personnel@pelletron.com or apply online at Careers - National Electrostatics Corp. (pelletron.com).

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.