



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>

Inventory Control Clerk

National Electrostatics Corp. (NEC) is the world's leader in the manufacture of electrostatic ion beam accelerator systems. We pride ourselves on producing a wide variety of Pelletron accelerator systems to meet customers' needs.

Come join our team that creates innovative and unique systems that are one of a kind. Our people are the heart of our business.

NEC provides 10 paid holidays, PTO, sick leave, disability, life insurance, employer-sponsored group health & group dental insurances, 401(k) retirement plans and ESOP.

Responsibilities:

- Tracks and logs product inventory, ensuring there are no discrepancies or losses.
- Records incoming and outgoing deliveries.
- Accepts deliveries and company products and stores them accordingly.
- Updates database with incoming and outgoing products.
- Inspects orders being received and shipped, checks for damage, defective parts, and missing items.
- Resolves inventory discrepancies.
- Reports and returns damaged product.
- Conducts year end cycle counts.
- Collaborates with purchasing, electronics, components, and engineering departments.
- Ensures that internal customers have the supplies they need for optimal business operations.
- Keeps the warehouse clean and organized.
- Stocks shelves with new inventory.

Required Skills:

- Outstanding verbal and written communication skills.
- Extremely organized and able to work with minimum supervision.
- Exceptional customer service skills.
- Excellent interpersonal skills and attention to detail.
- Great problem-solving skills.
- Proficient keyboarding skills.
- Ability to develop professional relationships with outside vendors.
- Ability to perform mathematical calculations.
- Ability to manage multiple projects at one time in an efficient and timely manner.

Education:

- High school diploma or equivalent.



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>

Physical Requirements:

- Must be able to handle up to 50 pounds at a time using the correct equipment.
- Ability to stand and bend for long periods of time.
- Ability to perform operations of manual dexterity while standing.
- Ability to reach and bend to place or remove objects on storage shelves, while using a step ladder or step stool.
- Prolonged periods of sitting at a desk and working on a computer.

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.

Visit www.pelletron.com to find out more about NEC and our products and apply.