



## Inventory Parts Puller/ Cycle Counter

Hours: 7 am - 3:30 pm CST (40 hours)

An Inventory Parts Puller job duties would entail:

- Pulling bills of materials from their stock location and staging them for various departments
- To put away completed parts in their proper location after they are finished
- Put away items that are bought in, in their respective location
- Cycle count inventory to ensure correct quantities and locations
- Organize and clean the production floor
- Maintain and update missing parts list for each Rig, either in pull or production
- Pull and stage rig components
- Communicate with the paint department to coordinate lists of missing items
- Cycle count inventory in various locations
- Oversee and maintain the integrity and quality of inventory in designated areas

Requirements for a candidate:

- Ability to read & write
- Ability to use a tape measure
- Ability to do math & count
- Ability to lift items from floor to shelf
- Ability to lift fifty (50) pounds
- Ability to effectively stage and organize items
- Organization skills
- Good communication with staff
- Prompt action and accurate assessment

Preferred not required abilities:

- Experience driving and using a forklift
- Experience operating an overhead bridge crane
- Knowledge in automotive maintenance or related processes
- Basic knowledge of machines (i.e. drill press, hand drill, sander, angle grinder, hydraulic press, manual press, manual mill, etc.)
- Basic knowledge of cars or any heavy equipment (i.e. consumer vehicles, diesel trucks, excavators, dump trucks, backhoes, etc.)