**RAW MATERIALS CLERK**

**H&T Global Circuits** is a worldwide leader in PCBs, LCDs and adjacent electronic products, and one of the largest privately owned printed circuit board manufacturing companies in the United States. H&T Global Circuits provides small and large corporations, including government agencies, worldwide manufacturing solutions that meet ever-changing global technology shifts through domestic and off-shore channels including industry-leading rapid prototyping.More...

**JOB DESCRIPTION: Raw Materials Clerk**

**General Summary:** The Raw Materials Clerk is responsible for releasing raw materials once received to the production floor, receiving all raw materials and cycle counting in a safe manner.

**RESPONSIBILITES:**

* Read job tickets carefully, count quantities, weigh boxes
* Boxing, labeling, pelleting, shrink wrapping, cleaning up around the warehouse
* Receive all raw materials and organize in respective areas
* Demonstrated understanding of and compliance with all company inventory, shipping and receiving, and customer service-related standard operating procedures
* Satisfactory completion of the Industrial Truck (forklift) proficiency testing and certification
* Load and record customer merchandise in and out of warehouse customer pick-up including all merchandise in the customer hold area
* Demonstrate safe loading and unloading skills with respect to Vendor’s vehicles
* Conduct frequent and thorough safety inspections of inventory racks and pallet stacks
* Maintain general cleanliness, organization, and appearance inside and outside of the warehouse
* Disseminate raw materials to production floor.
* Other duties as assigned

**COMPETENCIES/QUALIFICATIONS:**

* High School Diploma or GED
* At least one (1) year of cashier or customer service experience, or an equivalent combination of education and experience sufficient to perform the essential functions of the job, as determined by the company.
* Must possess excellent customer service skills
* Excellent verbal communication and interpersonal skills
* Basic math functions such as addition, subtraction, multiplication, and division (Must be able to use a calculator.)
* Know Microsoft Office, QuickBooks
* Ability to work a flexible schedule to meet the needs of the business, which will require evening and weekend shifts
* Must have a valid driver's

**PHYSICAL REQUIREMENTS**

* Ability to move 30 – 60 pounds of force occasionally, and or 20-30 pounds of force frequently, and/or greater than negligible up to 20 pounds of force constantly to lift, carry push, pull, or otherwise move objects.
* The employee is frequently required to stand and walk.