

Job Title: Inventory Clerk
Department: SDI - Inventory
Pay Type: Full Time Hourly
Reports To: Inventory Manager

We are looking for a detail-oriented, hard-working Inventory Clerk to join our team in Conroe, TX. The ideal candidate will have prior experience in a warehouse environment and excellent math & communication skills. The Inventory Clerk will be responsible for all supplies and products that come in and out of the facility.

Essential Duties and Responsibilities

- Count materials, equipment, merchandise or supplies in stock
- Report discrepancies between physical counts and ERP records
- Distribute or stock merchandise
- Receive and inventory stock
- Ensure shop organization & cleanliness
- Perform other job-related tasks as assigned

Qualifications and Education Requirements

- High School Diploma or GED
- Proven work experience as an Inventory Clerk or similar role
- Excellent math and analytical skills
- Excellent communication and interpersonal skills
- Ability to work extended hours
- Forklift experience beneficial

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