

# DOUBLE *HH* MFG.®

DIVISION OF HOPE HAVEN, INC.

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**P.O. BOX 176 ▪ 207 WESTVIEW DRIVE ▪ ROCK VALLEY, IA 51247-0176**

We are currently looking for a full time Inventory Technician. This position is responsible for the accurate accounting of inventory, at all times, including receiving, processing, recording, and distributing supplies and materials. A full job description is listed below:

## Duties and Responsibilities

1. Maintain orderly warehouse, steel storage area, and outside storage areas.
2. Implement/maintain raw material inventory locations and quantities using computer system. Including, but not limited to, making transactions for transfers to machines/work cells, receiving in product, transferring raw material from machines/work cells back to storage locations, and correcting inventory discrepancies.
3. Ability to be able to read and interpret raw material requirements for machining/secondary/assembly operations in order to keep machines/work cells running efficiently. This includes bringing raw material to machine operators in a usable manner. In example, sawing bars to the length needed for machining.
4. Conduct physical inventory/cycle counts to insure inventory accuracy.
5. Move in process product around the production area to encourage and maintain an efficient and effective workplace. This includes removing full tubs from production areas and replacing them with empty tubs.
6. Organize product according to machine/work cell schedules in order to reduce downtime.
7. Keep paint rack supplied with empty tubs to reduce downtime.
8. Provide accurate piece counts on bulk items using scale.
9. Load and unload trucks/containers as needed.
10. Assist areas with cleaning duties when needed.
11. Follow safety procedures and promote safety measures among coworkers.
12. Perform all other duties as assigned by management/lead personnel.

## Physical Requirements

1. Physical ability to lift 70 pounds.
2. 20/20 vision.

## Qualifications

1. Training and experience in forklift/crane operation.
2. Ability to read production paperwork to determine product flow within the plant.
3. Ability to promote, maintain, and develop positive employee/customer relations.
4. Possess valid driver's license.



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