



353 Ivyland Road, Warminster, PA 18974-2205 USA
ThermOmegaTech.com • 1-877-379-8258

Electronics Inventory and Kitting Specialist

PURPOSE AND SUMMARY

This Electronics Inventory Specialist role is responsible for managing and maintaining the inventory of electronic components and assemblies in our inventory management system and physically. The Electronics Inventory Specialist will play a crucial role in overseeing the flow of electronics inventory, kitting components, ensuring proper documentation, and implementing efficient inventory management practices.

DUTIES AND RESPONSIBILITIES

Inventory Management:

- Maintain accurate and up-to-date records of electronic components, devices, and related materials.
- Monitor inventory levels and reorder supplies as needed to avoid shortages and expired material.
- Implement efficient inventory control procedures to minimize discrepancies and losses.

Kitting:

- Organize and manage inventory placed in job kits provided to and returning from the production floor.
- Document and report any discrepancies or damages promptly.

Organization and Storage:

- Organize electronic inventory in a logical and accessible manner, ensuring easy retrieval.
- Implement a systematic storage system to optimize space and facilitate efficient inventory management.

Data Management:

- Utilize electronic inventory management systems to update, track, and manage inventory data.
- Generate regular reports on inventory levels, consumption, and turnover for management review.

Collaboration:

- Work closely with procurement teams to communicate inventory needs and ensure timely replenishment.
- Collaborate with other departments to understand their electronic inventory requirements and provide necessary support.

Compliance:

- Ensure compliance with industry regulations and company policies related to electronic inventory management.
- Assist in conducting periodic audits to maintain accuracy and integrity of inventory records.

Problem Resolution:

- Investigate and resolve discrepancies in inventory counts or documentation.
- Implement corrective actions to prevent recurring issues and continuously improve inventory accuracy.

Training and Documentation:

- Train other team members on proper inventory management procedures.
- Document inventory-related processes and procedures for future reference.



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QUALIFICATIONS:

Education:

High School Diploma or GED

Minimum experience:

Proven experience in electronics inventory management

Physical requirements:

The job may require extended periods of standing on a concrete floor.

The job may require lifting up to 50lbs.

Mental requirements:

The job requires organizational and multitasking abilities.

The job requires attention to detail and accuracy.

The job requires knowledge of computers and Microsoft Office (Word, Excel, Outlook, and PowerPoint).

The job requires effective communication and collaboration skills.

Work environment:

The job requires you to spend most of the day in or around the manufacturing area. Manufacturing Facilities are generally noisy, dusty and occasionally have an odor from certain processes. Contact with petroleum-based lubricants and cleaners may not be avoidable.

Reasonable accommodation for Disability

Any employee, who believes that a reasonable accommodation is required for purposes of federal or state disability law, is required to contact Human Resources to begin the interactive exchange process.

Disclaimer

The Employee is an "AT-WILL" Employee subject to termination with or without cause or resignation at any time.

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees, assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.