



JOB DESCRIPTION

Position Title: Onsite Inventory Auditor

Department: Onsite Services

Reports To: Onsite Service Coordinator

EEOC Class: Laborers and Helpers

FLSA Status: Non-Exempt

Position Summary

The Onsite Inventory Auditor will perform inventory control activities for various storage facilities. This position will keep a detailed record of items stored in each storage facility and relocate items to the appropriate storage facility as needed. Through digital and manual counting you will maintain strict organization within each storage facility, helping to ensure proper inventory, and communicating effectively with the team.

Essential Job Functions

The essential functions include, but are not limited to the following:

- Travel to various storage facilities and inventory all items and their location.
- Upload inventory records to an inventory system with the appropriate details (images, location, etc.).
- Work with vendors to identify inventory items that need to be moved to the appropriate storage unit.
- Provide inventory control reports as needed.
- Maintain all inventory items in an organized manner within the facility.
- Pull items from inventory and prepare them for pickup in an efficient manner.
- Process incoming and outgoing items in a timely manner.
- Keep accurate records of all incoming and outgoing items stored within the facility and their location (checked out, in-stock, etc.).
- Performs other related duties as assigned

Qualifications (Knowledge, Skills, Abilities)

- Valid California Driver's License
- Excellent customer service skills
- Exceptional organization and time management skills
- Basic understanding of inventory control procedures
- Ability to work independently
- Ability to multitask efficiently and effectively
- Ability to take directions, self-check and follow up on work
- High degree of accuracy and attention to detail
- Excellent written and verbal communication skills
- Proficient with Microsoft Office Suite and basic computer skills
- Solid computer and data entry skills

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is frequently required to stand; walk; sit; reach with hands and



arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate to high. Also includes working outdoors in elements/weather.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.