

POSITION: Cycle Counter

REQUIREMENTS:

Must have a high diploma, GED or equivalent for this position.

- **Relevant warehouse experience within the last 5 years.**
- **Recent experience with Cycle counting/inventory.**

JOB DESCRIPTION:

Responsibilities include but not limited to the following:

- **Reports to Inventory Control Lead**
- **Pick, pull and pack customer inventory**
- **Monitoring and controlling inventory integrity.**
- **Maintain product identification and location program.**
- **Research inventory discrepancies and ability to reconcile them.**
- **Responsible for completing physical inventories/cycle counts/random or receipt audits/reconciliations.**
- **Track and report non-conforming product.**
- **Resolve inventory problems in a timely manner.**
- **Document damaged product.**
- **Must be computer literate.**
- **Have strong verbal and written skills**
- **Must be detailed oriented.**
- **Maintains safe and clean work environment by following current good manufacturing practices (cGMP), and standard operating procedures; complying with legal regulations; monitoring environment.**

Current Responsibilities:

- **Destroy materials**
- **Off Site Warehousing**
- **Cycle Count**