



Inventory Control, Shipping, Receiving (Contract Position)

March 2015

Reports to: Production Control/Logistics Manager
Location: Maynard, MA

Job Reference: 2015-010-OPS
FLSA Status: Exempt

Job Description

Contract position at rapidly growing telecom company working in fast paced environment with a rapidly growing next generation telecom hardware provider. Requires someone who can perform multiple job functions in a startup environment with minimal supervision. These responsibilities include Shipping/Receiving, Inventory/Stockroom management, Inventory transfers and support for Engineering and Production builds RMA shipping support. Requires an individual that has worked in startup environment and understands the demands of a growing company. Experience with Epicor ERP system would be preferred.

Key Essential Functions:

Shipping/Receiving functional area:

- Receives incoming material and ships manufactured products responsible for receiving materials into Epicor ERP system, processing material into inventory or delivery to internal customers.
- Packages finished goods shipment to customer requirements, attention to detail critical to comply with Customer shipping instructions per Sales Orders.
- Prepares all shipping documents in a timely and accurate manner. Must have knowledge of International Shipping codes, creation of commercial invoices, 3PL providers, and RMA returns.
- Performs packaging of product, prepares and affixes shipping labels including any special labels that are required by the customer.
- Coordination of freight carriers to arrange for pick-up and transit to customers- 90% international shipping.
- Troubleshoots lost or delayed shipment and resolution of problem freight invoices.
- Receives and processes all defective products returned for replacement, repair or credit.
- Shipments to CM -Interface with Contract Manufacturer for inventory parts and coordination of material transfers

Inventory/Production Control area:

- Accurately maintain inventory balances between inventory systems in order to preserve inventory integrity
- Develop thorough knowledge of Epicor ERP system/inventory system in order to provide extensive support to the production management team as well as the customer for inventory and production related issues as the company grows.

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- Manage, perform and track all production inventory transactions in Epicor ERP system including cycle counting, RMA support and NPI builds.
- Production Control responsibility for work order/job maintenance, job closings, tracking inventory variances.
- Job/work order planning release and maintenance.
- Perform and monitor all inventory reconciliation for production Bill of Materials in inventory system
- Generation and distribution of weekly reports that summarize inventory accuracy through the use of cycle counts
- Timely communication of inventory issues with the Supply Chain Manager
- Reporting of inventory shortages and delivery dates – requires significant attention to detail in areas such as inventory, shipping & receiving, production
- Performs any other assigned duty as directed by management.
- **Candidate must have experience with Physical Inventory procedures and material handling experience with electronic components and devices. Experience with Optical Components would be preferred.**

Minimum Qualifications, Experience, Skills, Education and Certifications:

- Candidate must have experience with Physical Inventory procedures and material handling experience with electronic components and devices.
- Experience with Optical Components would be preferred.

Only local candidates with related experience will be considered. No recruiters at this time.

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