



Open Position
Warehouse Clerk

Location: Albia, IA 52531
Employee Type: Full Time
Manages Others: No
Job Type: Clerical
Education: High School
Experience: Entry Level
Travel: Infrequent
Relocation Covered: No

DESCRIPTION

Relco Locomotives is looking for a highly motivated Warehouse Clerk with an eye for detail to join our production team in Albia, IA. Relco manufactures specialized locomotives for customers around the world. The Warehouse Clerk's primary function is to efficiently expedite the logistical needs of the production team, and must also assist in the completion of accurate warehouse transactions and documentation procedures.

REMUNERATION

Base Pay: \$10.00-\$13.00/hour
Position is not eligible to receive a performance bonus
All employees receive health, dental, vision, disability and life insurance along with paid leave and 401k eligibility

RESPONSIBILITIES

- Provide customer assistance to production personnel by issuing and receiving parts and tools
- Meticulous recording incoming and outgoing material
- Works/brainstorms with management team and supports the focus on operational excellence
- Assists the inspection, processing, and shelving of inventory
- Organize all materials and ensure that each item is correctly labeled and stored

REQUIREMENTS

- Warehouse, Stores, or Tool-room experience preferred
- Functional knowledge of common tools and service parts
- Exceptional interpersonal and communication skills

- Possesses the ability to follow standard work instructions and apply a solid work ethic
- Demonstrated proficiency in Microsoft applications and excellent computer skills
- Work in harmony with Relco's values