



Inventory Clerk – Vista, CA

At Solatube International, Inc., we pride ourselves on manufacturing the world's #1 Tubular Daylighting Device. Our ability to accomplish this goal is based primarily on the people we hire. We look for adaptable, self-motivated, passionate, creative team players. If this sounds like you, why not bring your talents and skills to Solatube International?

We are currently recruiting for an Inventory Clerk to help us in the warehouse. This is a new position that will be focused on maintaining the accuracy of inventory in both warehouses, and processing transactions that affect inventory. The Inventory Clerk will perform various tasks and duties to include, but not limited to the following:

Duties:

- Perform cycle counts and audits on inventory
- Receive goods, inspect and process paperwork
- Transfer goods from warehouse to warehouse
- Inspect RMAs upon receipt for further action
- Resolve inventory issues
- Generate and maintain Kanban cards
- Generate and maintain warehouse labels or other tags as needed
- Assist with verification of orders

Requirements:

- Ability to work independently
- Ability to work with numbers performing calculations and conversion
- Computer skills in Microsoft word/excel, Syspro
- Excellent communication skills
- Attention to Detail and accuracy
- Ability to anticipate work needs and follow through with minimal direction
- Valid Driver's License and proof of insurability
- Team Player
- Forklift Certifiable a plus (but not required)

Benefits:

We offer growth potential for motivated professionals, great compensation, and full benefits including matching 401k, bonuses based on individual performance, dental insurance, medical insurance, pre-tax accounts for health care, paid time off, and paid company holidays.

** Solatube International, Inc. is an Equal Opportunity Employer. Employment contingent upon successful completion of background investigation. Drug-free work environment. Only candidates whose profiles closely match requirements will be contacted during this search.*

Please email your resume and cover letter to careers@solatube.com or fax to 760-599-1797