

JOST International, a leading global manufacturer of fifth wheels, landing gear, king pins and bearing turntables is seeking to fill a new role within the company of a Production & Inventory Control Clerk. To be successful in this new role, the candidate must have a minimum of an Associate's Degree in Business or related field. This position is a first level control clerk requiring math and problem solving skills and minimal years of work experience. Duties include counting inventory at various locations with the organization and matching results with inventory records. This position is also responsible to resolve difference by locating product or isolating errors in records. The clerk will enter and correct data in various software applications. To also perform repetitive inspection following standardized methods and procedures. Visually inspects and/or checks parts using a variety of precision measuring instruments or against fixed samples. Checks dimensions and finishes against blueprints or order specifications.

About This New Position: This role will be responsible to perform in all the below areas, successfully.

- Assist in daily management of the inventory transaction error mailbox.
- Creates/Maintains BOM and Item Master prior to production builds.
- Maintaining/Entering of Inbound Receiving paperwork.
- Follow up with suppliers to insure material certifications are included and entered into system with each shipment.
- Creation of outside services paperwork. (PT9)
- BRAIN item master cleanup and assist the Sr. Purchasing Manager in:
  - Standardize description
  - Min/Max requirements
  - Cleanup category, family, product codes
  - Correct lead-times
  - Correct weights, lot sizes, etc
  - Put in place a process to ensure parts are setup correctly, ongoing
  - Assist with production scheduling as assigned
- Assists in daily cycle counting.
- Audits production reporting from iGear/MES System.
- Maintains shop orders for various production departments.
- Count parts by hand counting, weight counting, and visually estimating.
- Maintain BRAIN inventory count data.
- Make miscellaneous adjustments as necessary.
- Plans and assists JOST year-end inventory.

You May Be Right For This Position If You Have:

- One to three years' experience in a production environment.
- Associates degree or higher in Business or Supply Chain related field.
- Must be proficient in Microsoft Office Suite with an advanced proficiency in Excel.
- Experience with AS400 (BRAIN)/SAP preferred
- Familiarity with iGear preferred.
- Must possess good organization and oral and written communication skills with an acutely high level of attention to detail and accuracy in work.
- Understanding of relational databases and how to query data.
- Ability to gain knowledge of reading blueprints.
- Ability to learn and utilize a Management Requirements Planning (MRP) / Enterprise Resource Planning (ERP) database system.

- Understanding of Quality System Basic Processes
- Ability to gain knowledge of company products and comply with quality, environmental and safety policies and procedures.
- Ability to gain knowledge and understanding of JOST's Basic Processes.

Qualified candidates may send a current resume by e-mail to: [bteunis@jostinternational.com](mailto:bteunis@jostinternational.com).

With resume, include a brief letter of introduction with applicable education information and work related references.

JOST International offers competitive salary and bonus' with excellent benefits to include; a 401k company match, medical and dental insurances, Health Savings Accounts (HSA), prescription insurance, vision insurance, group life plus additional voluntary insurances and access to our free JOST International Health/Urgent Care Clinic. JOST International participates in E-Verify and is an Equal Opportunity Employer.