



Cycle Counter

Reports To: Planning Supervisor	Division: Plant
FLSA Classification: Non-exempt	Department: 215 Indirect
Date: January 2019	Approved By: Human Resources

Job Summary:

The Cycle Counter is responsible for monitoring assigned inventory and performing cycle counting duties to ensure that all materials are properly verified to be reflective of reported inventory. Duties also include activities to maintain inventory accuracy through proper processing of records concerned with ordering, receiving, storing, issuing, and shipping materials, supplies, and equipment.

Essential Functions:

Primary duties include but are not limited to the following:

1. Cycle count materials (e.g., raw materials, packaging materials, finished goods, and non-conforming materials) on a daily basis.
2. Compiles data from sources such as purchase orders, invoices, requisitions, and accounting reports and enters information into computer to maintain inventory, purchasing, shipping, or other records.
3. Compares nomenclature, stock numbers, authorized substitutes, and other listed information with catalogs, manuals, parts lists, and similar references to verify accuracy of requisitions and shipping orders.
4. Ensure materials are in proper locations. Conduct searches in order to locate misclassified inventory.
5. Report discrepancies of over/under amounts and any damaged products.
6. Publish/ report out inventory metrics, as required.
7. Communicate and develop process enhancements as needed (performing root-cause analysis on inventory discrepancies and recommending process improvements to eliminate them)
8. Additional duties may include assisting in receiving and putting away materials, assisting in transfers of materials, etc.
9. Must ensure safety rules are observed and assist in maintaining clean and orderly stocking

The above list of essential duties is not exhaustive. It only defines some of the main responsibilities. An employee may be required to perform additional tasks not listed above.

Job Qualifications & Essential Knowledge, Skills and Abilities

1. HS Diploma or GED; one year of factory related experience
2. Good math skills
3. Knowledge of Safety rules and procedures
4. Operate a forklift, pallet jack and other warehouse equipment
5. Good written, verbal and interpersonal communication skills
6. Able to use computer, specifically Microsoft Office Programs, ERP system and communicating effectively via email and phone.
7. Proven time management skills with the ability to respond to time-critical issues and work overtime as need to meet deadlines.
8. Excellent work ethic; the ability to work self-directed and as a flexible team player.

Physical Requirements:

1. Sitting for extended periods of time.
2. Standing for continuous periods of time without being able to leave the work area.
3. Lifting (raising or lowering objects up to 40lb).
4. Pulling and/or pushing (exerting up to 15 pounds)
5. Carrying objects (in arms or on shoulders):
6. Reaching (extending hands and arms in any direction)
7. Stooping and crouching (bending downward and forward)
8. Feeling (perceiving attributes of objects such as size, shape, temperature, or texture):
9. Speaking to employees and customers.
10. Listening to employees and customers.
11. Grasping (applying pressure to objects):

Mental and Visual Job Requirements:

1. Visual ability required includes close vision, peripheral vision, depth perception and the ability to adjust focus.
2. Ability to identify and distinguish colors may be required- Assemblers or Operators will need to be able to identify different color wires or use controls on machines.
3. Ability to judge distance and space relationships.
4. Ability to learn and comprehend instructions and orientation to the job
5. Ability to concentrate attention on task at hand for extended periods of time.

Required Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Workplace Environmental Conditions:

This job operates in a manufacturing environment.

While performing duties of this job, you are frequently exposed to work near moving mechanical parts, electrical current and chemicals. The noise level in the environment is usually moderate.

Employee Signature and Date:	
Employee Printed Name:	
Supervisor Signature and Date:	
Supervisor Printed Name:	