



F.W. WEBB COMPANY

Job Posting

Position Title: Inventory Control/Warehouse Associate

Location: Cranston, RI – Pump Division

Reports To: Operations Manager

Pay Range: \$21.00 - \$26.00 per hour

Responsibilities:

- Maintains inventory cycle count and physical inventory of the facility.
- Perform continuous physical cycle counts, stock checks, and manual stock re-location daily.
- Researches and resolves all inventory discrepancies.
- Traces history of items to determine root cause of discrepancies
- Compiles, verifies, and reports periodic statistical information to management.
- Ensures compliance to inventory processes and procedures.
- Receive, inspect, and sort freight-in accurately.
- Pick, pack, process, and ship inventory both internally and externally.
- Operate equipment, such as forklifts, to move warehouse materials.
- Assist with loading and unloading delivery trucks.
- Assist customers with their orders, using good customer service.
- Communicate effectively with team members and supervisors.
- Multi-tasking in a fast-paced work environment.
- Assists in the accurate entry of weekly stock and inventory purchases
- Adhering to all safety procedures and standards.
- Making out-going phone calls and sending e-mails to customers regarding quotes, pump repairs and order status.
- Other duties as assigned for the Cranston facility.

Qualifications:

- Strong communication skills are required.
- Strong Microsoft Excel, Word and Outlook skills preferred.
- Ability to work under pressure and rapidly changing priorities.
- Must possess a high-level of customer service.
- Must be able to stand for extended periods of time and lift 50lbs.
- Ability to work independently and remain self-directed with minimal supervision
- Demonstrated ability to follow safety protocols and maintain high work standards

- Consistently applies quality-control practices to ensure accurate and reliable results
- Previous warehouse, forklift, and/or overhead crane experience is a plus!