



INTERNATIONAL ROAD DYNAMICS INC.

INVENTORY CLERK

Department: Manufacturing

Receives Direction From: Materials Group Leader

Job Purpose:

The Inventory Processor will ensure that inventory is moved to the correct location based on transfer/transaction slip, work orders and sales order direction. They are also responsible to ensure the accuracy of inventory by doing transactions on a real time basis and cycle counts on a regular basis.

Duties & Responsibilities:

- Pick inventory for work orders based on the manufacturing system generated pick list
- Pick inventory for sales orders based on the sales order directions
- Ensure material requisitions are written for shortages and upcoming requirements
- Ensure the proper paper work and the system data is completed in real time
- Perform cycle counts as required
- Assist with investigations of discrepancies
- Participate in all month end and quarterly cycle counts as designated by the Materials/Production Control Specialist
- Maintain a controlled, organized and clean stockroom
- Provide coverage in all areas of the material control department
- Perform other related duties as assigned by the Materials/Production Control Specialist and/or Manufacturing Group Leader

Skills & Abilities:

- A demonstrated discipline in your working activities
- Effective oral and written communication skills
- Ability to work under minimal supervision
- Ability to maintain good internal customer relations
- Able to work independently, and as part of a focused team
- Attention to detail



CAREERS AT IRD

Qualifications:

- Completion of Grade 12
- Experience with MS Word, Excel and Windows Operating System

Please indicate position '**M-IC1006**' in your cover letter and subject line.

If you are interested in applying at IRD, a resume should be forwarded in confidence to
Human Resources:

702 43rd Street East
Saskatoon, SK S7K 3T9,

fax: 306-653-6609 or email: jobs@irdinc.com