

# MAYVILLE™ PRODUCTSCORPORATION



is a successful and growing manufacturing company. We fabricate sheet metal & tubular steel enclosures, frames, chassis & similar components for leading OEMs. We have sophisticated in-house metal fabrication, paint, and assembly capabilities and are actively reducing our manufacturing lead time through the implementation of "Quick Response Manufacturing" concepts. We are ISO 9001:2008 registered.

## **INVENTORY COORDINATOR/SHIPPING CLERK**

Coordinate periodic cycle counts, monitor and make inventory adjustments, analyze variances, determine cause and corrective measures, drive inventory accuracy, create monthly reports of E&O data for analysis and review of disposition. Create shipping paperwork, packing list, BOL, international commercial invoices, and labels. Work with traffic coordinator and shipping personnel to assure product ships timely and accurately. Create paperwork for all outside service transactions, including move transactions. Quote, negotiate, and place purchase orders for shop supplies and other assigned materials.

A degree or professional certification is preferred. Requires attention to detail and previous ERP/MRP experience in inventory management. Must have the ability to manage time in a fast paced environment, be team player with good communication and strong computer skills. Knowledge of Microsoft Word and advanced experience in Microsoft Excel are a must.

***We offer career growth potential in an environment where you can make a real difference. Competitive salary and benefits. Please send resume with salary history to:***

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