



## Distribution Associate

Arbitech is looking for a Distribution Associate. This role requires the efficient handling of products and supplies, which is critical to attain business goals and objectives. A successful Distribution Associate is a reliable professional who is adaptable to handle various projects at one time. Additionally the Distribution Associate will be a leader in adding integrity, innovation, respect and a teamwork attitude to the Distribution team.

### Responsibilities and Duties

- Maintain accurate product inventory by maintaining and updating inventory records
- Report any stock issues to management
- Receive deliveries at the loading dock
- Inspect deliveries for damages or discrepancies.
- Perform physical counts
- Sales order pulls
- Ensure inventory put away is conducted daily
- Communicate with the Distribution Manager about current stock and potential issues with orders
- Add value by following inventory control procedures and best practices
- Any other duties as needed or assigned by the Distribution manager

### Skills and Requirements:

- 2+ years' experience in inventory, distribution and operational procedures
- Proficient in Microsoft Office (Word, Excel)
- Excellent written and verbal communication skills
- Must have attention to detail, the ability to prioritize and apply excellent time management skills
- Able to work irregular or extended hours as needed including the end of year top to bottom inventory audit.
- Able to lift 50 pounds without restriction
- Knowledge of SAGE MAS 500, and Lean Methodology a plus

If you are driven, resourceful, able to solve problems and think on your feet, we want to talk to you. Positive, energetic, roll up your sleeves attitude is a must. The ideal candidate will demonstrate leadership, organizational, analytical and problem solving skills. As well as demonstrate a high level of personal initiative without constant supervision.

