

Job Posting

Rite Track is a unique company serving the high tech semiconductor business from the Midwest. Our customer list reads like a Who's Who of Fortune 500 companies including major semiconductor, military, and aviation giants. We even played a role in putting the first rover on Mars. We are looking for a few outstanding people to help facilitate our growth and better position us for success.

MATERIALS SUPERVISOR – INVENTORY & LOGISTICS

Rite Track is looking a Materials Supervisor to manage the stockroom operations to insure parts are available to meet production schedules and direct the daily activities of the personnel assigned to the stockroom. Coordinate, schedule, and oversee all domestic and international shipments of incoming and outbound machines.

RESPONSIBILITIES

- Enter, maintain, and monitor accurate and current inventory data in the computerized inventory environment
- Manage the stockroom operations to ensure parts are available to meet production schedules
- Perform analytical studies of inventory, usage and stocking levels and provide recommendations on required amounts
- Initiate and maintain a cycle count procedure and schedule
- Provide inventory discrepancy reports and "on hand" used inventory reports to Accounting
- Report equipment and parts usage to Accounting for job costing analysis
- Resolve inventory discrepancies and prepare summary reports on problem resolution
- Review monthly inventory status report for accuracy and report on abnormalities.
- Track and report on the status of sales orders and RMAs while working with coworkers to meet customer defined dates
- Coordinate inventory transfers between warehouses and initiate cycle counts at auxiliary warehouses
- Assist in incorporating used inventory into capital and sales orders whenever possible
- Set priorities and direct the daily activities of personnel in the stockroom including training and mentoring
- Manage shipping contacts and carriers, international shipping documentation, and shipping data/records
- Manage logistics operations to ensure optimum performance with reduced costs
- Coordinate shipping operations and logistics for capital order systems and acquired core units with Sales and Manufacturing
- Seek ways to continually improve packing and shipping methods and reduce costs
- Maintain sufficient shipping and packaging materials to meet demand
- Provide assembly, test and quality control processes and procedures
- Initiate recommendations for quality inspection part criteria
- Provide quality control test procedures, checklist, forms, processes and inspections
- Maintains quality control equipment and test apparatus to meet calibration requirements.
- Other duties as assigned.

REQUIRED

- Two years of supply chain management experience
- Four years or more of computerized inventory experience or equivalent.
- Good work history with practical experience and knowledge of comprehensive inventory management in a light manufacturing environment.
- Ability to coordinate and manage an inventory system and stockroom in support of production schedules
- Standing for extended periods of time, occasional use of ladder, and lifting up to 70 pounds

EDUCATION

- Associate Degree in Business, Finance, Technology or other related field of study or equivalent experience.

Please send cover letter, salary requirements, and resume to: apply@ritetrack.com