



## **Inventory Coordinator**

At PacMin, PEOPLE matter. Teamwork, respect for one another, pride of ownership and an unshakable commitment to quality define the culture at PacMin. Who we are is every bit as important as what we are...the sum total of talented professionals and experienced staff operating as one to meet our company's and our customers' goals. We're dedicated to high performance, take pride in our accomplishments and enjoy one another's company at the end of a good day's work. Our culture permeates everything that we do, from reliance on each other to the lasting friendships we build.

Come join our team where you can contribute to the success of PacMin. We are in search of a Super Star **Inventory Coordinator** professional who wants to make an impact in what they do and the community. Come grow your career and help us grow together.

This position will assist Production Control in assuring accurate materials management in our Fullerton facility and work as a collaborative partner with employees and management staff.

### **If this sounds like you, we want to talk to you!**

- You're looking for a company that values your contribution and where you can see the results of your hard work and where your opinion matters
- You believe the culture of a company is directly related to its success
- You are always ready to tackle new projects
- You like to proactively communicate important updates before someone asks you for them
- You are incredibly reliable and believe being 15 mins early is being on time
- You like to keep up and learn new technologies
- You pay attention to all the details all the time
- You're comfortable with receiving feedback
- You work well in a team environment
- You're willing to help when needed

### **Key Responsibilities will include but are not limited to:**

- Organize and maintain physical inventory and digital inventory records
- Managing 5S on all warehouse and locations and shipping
- Update MRP system with accurate inventory counts as product is produced
- Pull inventory when requested
- Reconcile inventory discrepancies
- Perform accurate cycle counts and input data into MRP system
- Check inventory for damage and work with QC and/or Production to fix any product issues
- Maintain stock expiration and scrap product physically and digitally as needed
- Prepare kits for sales orders
- Maintain visual order kits for sales orders

- Release order kits to Production based off production schedule
- Create sales order job paperwork for pull from stock orders
- Prepare product for other facilitates
- Run errands/pickups/drop-offs for inventory materials and other department needs
- Management of online store orders from order start to finish
- Willingness to train and assist in other departments is mandatory

Minimum Requirements:

- Minimum of an Associate degree from an accredited college. Materials Management, Inventory Management, or related preferred
- Minimum of 1 year of inventory, materials handling, or manufacturing experience. Advance education equivalency may be substituted for experience
- Minimum of 6 months of Date entry experience
- Knowledge of Shipping and Receiving practices
- Proficient in Microsoft Office (Outlook, Excel, Word)
- Excellent communication skills, both written and verbal
- Bi-lingual English and Spanish is preferred
- Able to lift 50 pounds without restriction
- Knowledge of Lean Manufacturing a plus
- Excellent mathematical and analytical skills
- High attention to detail
- Excellent organizational skills
- Ability to work in a high-paced manufacturing environment
- Ability to work well in a close team environment and all levels of employees
- Ability to be proactive and self-initiative
- Desire to learn and understand aerospace and aviation industry

If this position sounds like it's for you, please submit your resume to:  
<https://pacmin-inc.hiringthing.com/>! We want to talk to you.

PacMin is an Equal Opportunity Employer.