



BETE FOG NOZZLE, INC  
50 GREENFIELD STREET  
GREENFIELD, MA  
01301 USA

## 1<sup>st</sup> Shift, WIP Clerk

### Summary:

The WIP Clerk (Inventory Clerk) is responsible for maintaining record of materials in inventory as well as on order. Monitors reorder points and initiates action to replenish stock. The Inventory Clerk will reconcile discrepancies alongside the Production Planning team within inventory and takes initiative to notify supervisors or any irregularities. The Inventory Clerk actively identifies and implements process improvements within the Shipping & Receiving department and take part in projects that support improvements around the company.

### Duties and Responsibilities:

- Pull W.I.P. parts from inventory and deliver them to the designated work areas.
- Physically and systemically put manufactured stock parts/components/blanks into the inventory.
- Maintain the integrity of the inventory by performing daily audits/cycle counts.
- Perform cycle counts as requested by the Shipping department.
- Systemically perform inventory adjustments to reflect audit/cycle count results.
- Research and identify root causes of inventory discrepancies.
- Maintain Complete other relevant tasks as assigned.

### Interpersonal Skills

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to reconcile stock counts to report data.
- Database management skills.
- Ability to analyze and solve problems.
- Ability to prepare routine administrative paperwork.
- Ability to receive, stock, and/or deliver goods.
- Clerical, word processing, and/or office skills.
- Knowledge of university invoicing procedures.

### Technical Skills

- Experience using an Enterprise Resource Planner (ERP - NetSuite), preferred.
- Experience with Microsoft Office Suite, including Excel.
- Analytical skills with the ability to understand numbers-based reports and data.

### Education

- High school diploma or GED; at least 1 year of experience directly related to the duties and responsibilities specified.

**Benefits to working with BETE:**

A competitive benefits package that includes: 401(k) Retirement Savings Program (includes 25% company match), Health and Dental Insurance (after 30days), Flexible Spending Account and Dependent Care Spending Accounts, Life and AD&D Insurance(s), Employee Assistance Program, Company Paid Life Insurance, Vacation Time, Sick Time, Employee Referral Program, Tuition Reimbursement, Bi-Annual Discretionary Bonuses (June & December), 8 ½ paid holidays, On-site fitness facility, and All Employee Annual Fall Company Outing.

If you meet the requirements outlined throughout the position descriptions above and are interested in working for a well-established, successful, and progressive local area business, we would be delighted to hear from you.

To apply, simply click on the “Apply Now” tile on the Career Opportunities page; here you can submit your contact information and a cover letter/resume to our recruiting team. Or you can email a copy of your current cover letter/resume to our team at [hr@bete.com](mailto:hr@bete.com) someone will be in touch with you shortly thereafter.

We are an Equal Opportunity Employer. M/F/D/V