



## Job Description

<b>Position Title:</b>	Inventory Technician
<b>Relationships:</b>	
<b>Reports To</b>	Inventory Control Manager
<b>Subordinate staff</b>	
<b>Other internal contacts</b>	Maintenance and Production Team Members
<b>Work Environment:</b>	Works within the production storage facilities. The work environment is physically demanding, with considerable lifting, bending, squatting and climbing.
<b>Summary of Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Assists with the receiving, transfer, storage and retrieval of the production spare parts, equipment, supplies and project materials, including organizing and housekeeping the storage facilities.</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Assist in verifying the count of the incoming material with invoices and purchase orders.</li> <li>• Transfer inventory to its location in the storage facility or to shelves.</li> <li>• Periodically check remaining inventory for reorder as needed.</li> <li>• Affix identification tags as needed and help other team members find specific items.</li> <li>• Request necessary advice and direction for all activities to perform inventory control duties.</li> <li>• Ensure that the storage facilities are kept clean and removes all necessary waste and garbage in proper containers to maintain a safe and quality work environment.</li> </ul>
<b>Job Specific Knowledge &amp; Skills Required :</b>	<ul style="list-style-type: none"> <li>• Experience and or vocational training in performing inventory handling and control activities.</li> </ul>
<b>Management Skills Required:</b>	<ul style="list-style-type: none"> <li>• Organizing, verifying and routing of inventory control related documentation.</li> </ul>
<b>Special Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to read and communicate in English.</li> <li>• Proficient use of Microsoft Suite applications including Word and Excel.</li> <li>• Ability to learn and use additional software as needed.</li> <li>• Ability to perform a variety of inventory control related duties as required by the Inventory Control Manager.</li> <li>• Must be highly organized and pay attention to details.</li> </ul>



# Job Description

<b>Skills required for Equipment Use:</b>	<ul style="list-style-type: none"> <li>• Ability to use calculators and computers to perform computations and analyses of data.</li> <li>• Ability to operate industrial equipment (fork lift, hi-lo, truck, etc.)</li> <li>• Demonstrated problem solving capability.</li> </ul>
<b>Key Performance Metrics :</b>	<ul style="list-style-type: none"> <li>• Knowledge base of inventory control functions.</li> <li>• Ability to respond to inventory control activities with a positive attitude.</li> <li>• Ability to follow instructions and perform at expected levels.</li> <li>• Other measurements as may be set and agreed on by the Inventory Control Manager.</li> </ul>

### Acknowledgement

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand Global Alternative Fuels has the right to change this job description at any time. ***I understand, and am fully aware, that this job description does not constitute an employment contract or a guarantee of continued employment—even if I satisfactorily meet all performance measures. Further, I understand the Inventory Technician position is classified as a Non-Exempt (hourly) position.***

**(Please Print and Sign Name.)**

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Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date