

## Stock Keeper

Mark Andy Inc. is the Total Solutions Partner to the printing industry with a mission to be 'the supplier of choice with high quality innovative solutions that drive customer profitability.' The company responds to business needs by offering the broadest portfolio of equipment, the largest consumables distribution and now the most robust service infrastructure to better support printers and converters around the world. For more information, visit [www.markandy.com](http://www.markandy.com).

Mark Andy is headquartered in St. Louis, Missouri, USA, with sales and distribution offices worldwide.

## Position Summary

Perform duties required to pull and deliver parts for shop and work orders, stock in-house and vendor parts, process material request and return forms and irad replacement requests, perform cycle counts and process customer orders.

- Pull parts for shop and work orders using pick list
- Pick, pack and ship small customer orders less than 50 lbs.
- Receive parts in from outside vendors according to ISO and other department procedures
- Operate & maintain automated carousel parts storage system
- Protect parts as required and deliver to the next work center
- Stock in-house and vendor parts: verify quantities, check for shortages and complete procedure as required
- Process material return and request forms and irad replacement requests as needed
- Pull parts for customer orders and deliver to shipping and receiving department
- Perform cycle counts as required
- Make changes to the location log sheet and turn in to the inventory clerk
- Maintain area in a clean and orderly fashion

## Qualifications/Skills Required

- High attention to detail, team player and good communication skills, must obtain Mark Andy forklift certification

## Education/Experience Required

- High School Degree or equivalent
- 6 months stock keeping and/or Inventory experience

## Personal Skills Required

- Interact with others.
- Work in high stress environment.
- Deal with interpersonal conflicts.
- Work with difficult customers.
- Work in an office/manufacturing environment.
- Coverage during certain periods.

## Work Environment

- Moderate to frequent exposure to shop environment; may be exposed to dust, odors, oils, fumes, chemicals, noise and moving parts. Work typically requires the usage of PPE and can require work on the facility's production floor or on the production floor in a customer's facility.

## Physical Demands

- Regularly required to sit, stand, bend, reach, climb, stoop, kneel, crouch and crawl and move about facility and/or customer's facilities. Frequent lifting up to 50 pounds.

Mark Andy Inc. is an equal employment employer and considers all qualified applicants without regard to race, color, religion, national origin, sex, age, disability, veteran status, or any other factor, which is prohibited by applicable law.