



**Job Title:** Maintenance Inventory Specialist  
**Employment Status:** Full-Time  
**Classification:** Non-exempt  
**Work Schedule:** Monday-Friday with occasional weekends  
**Travel:** Required for training and execution of job duties  
**Reports to:** Maintenance Supervisor  
**Supervisory Responsibilities:** None

**Position Summary:** Maintain and control proper inventory levels of maintenance stock and replacement parts to ensure optimal plant productivity. Order and inspect incoming stock and plant floor supplies. Keep the storeroom neat and organized. Maintain records and document control. Manage location control of inventory in storeroom.

### Essential Functions

- Track, organize, and control inventory levels of stock items using Proteus CMMS software.
- Source, purchase and manage spare parts from approved suppliers securing best values.
- Receive incoming delivered parts ensuring proper order fulfillment.
- Pick-up purchased items from local suppliers as necessary.
- Coordinate returnable goods with suppliers and secure appropriate credit.
- Manage part requests and lead times with attention to accuracy and expediency.
- Pull parts as needed for maintenance technicians and record usage.
- Monitor point-of-use and VMI inventory locations for accuracy and adequate stock levels.
- Keep parts storeroom organized and perform routine housekeeping tasks.
- Coordinate repairs with outside suppliers or contractors as necessary.

### Other Duties

- Maintain all maintenance files and purchasing records.
- Perform other duties as assigned.

*This is not meant to be a comprehensive listing of activities, duties, and responsibilities. These items may change or new items may be assigned with or without notice.*

### Experience and Education Requirements

- High school diploma or equivalent
- Previous manufacturing and/or inventory experience preferred
- Experience in Proteus CMMS a plus

### Knowledge, Skills, and Abilities (KSA's) Required

- Good mechanical aptitude
- Proficient skills in MS Office Suite (Word, Excel, and Outlook) preferred
- Proficient computer skills
- Excellent organization, communication, and follow-up skills
- Strong sense of urgency and attention to detail
- Ability to work independently and solve problems with proficiency
- Highly motivated to achieve standards of excellence
- Good verbal and written communication skills

## **Other Qualifications**

- Valid Driver's license with acceptable driving record
- Covid-19 vaccination: *Because business travel is an essential function of this position, Gusmer requires that any individual holding this position is fully vaccinated for Covid-19 and can show proof of same prior to commencing employment. This requirement is based on travel guidance and recommendations from the Centers for Disease Control and Prevention and is consistent with Gusmer's duty to provide and maintain a workplace that is free of known hazards and to safeguard the health of Gusmer's employees and their families, its customers and visitors, and the community at large.*

## **Physical Requirements**

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Modified "light duty" restrictions may be arranged as needed and when available for job-related injuries or illnesses.

While performing the duties of this job, the employee is regularly required to lift/carry/push/pull under 10 pounds; use hands repetitively for writing/keyboarding/grasping and holding; sit; walk on normal surfaces. The employee is occasionally required to lift/carry up to 50 pounds; push/pull up to 100 pounds; twist/turn; kneel/squat; walk on uneven or slippery surfaces.

Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Acute hearing is necessary for telephone and in-person communication with customers and fellow employees, and visual acuity sufficient to read a computer screen and paper documents.

## **Working Conditions**

This position typically functions in a business environment with occasional trips into the warehouse. There will be exposure to moderate noise levels, fumes, dust, chemicals, heat/cold and allergens especially in warehouse environment.

## **EEO Policy Statement:**

*Gusmer Enterprises, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Gusmer will also consider requests for reasonable accommodations made by applicants and employees on an individualized basis, including those based on disabilities and sincerely-held religious beliefs, where such accommodations do not impose an undue burden on the business. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

**Please Apply Here**