

Employment Opportunity

Inventory Control Clerk

Thiele Kaolin Company, a leading provider of tailored mineral solutions, is currently recruiting for an Inventory Control Clerk. This position is located in Sandersville, Georgia.

JOB DESCRIPTION, SKILL REQUIREMENTS, AND QUALIFICATIONS:

- Support the company's quality and strategic objectives.
- Make local and out-of-town pickups as needed. Notify when receipt of "emergency" items have been delivered.
- Unload vendor delivery trucks, freight lines, UPS, etc. Check shipments against Purchase Order to confirm location, quantity, and items. Inspect shipments and identify stock items and place in warehouse for retrieval.
- Assist external customers in using the most economical and fastest means of transportation in shipping outgoing freight and prepare packages in doing so.
- Prepare Receiving tickets and packing slips – noting any variances in price, quantity, or item number.
- Be knowledgeable in layout of plants, mines, labs, etc, and what equipment is used where, as well as knowledge of parts in warehouse (both stock and non-stock).
- Assist on the counter and help employees identify correct parts. Complete material charge tickets for parts to insure they are reordered and restocked. Be familiar with open work orders, as well as Thiele account numbers.
- Identify chemical trucks and specify correct unloading location. Make sure products meet Thiele requirements and standards. Check truck hook-ups, and make sure tanks are capable of holding material.
- Maintain a clean, safe work area. Perform minor routine maintenance on department trucks and forklifts. Do housekeeping in office, bathrooms, loading docks, and all warehouses as needed.
- Use the Maximo computer system to receive Purchase Orders (standard, blanket, & consignment) same day as delivered.
- Assist with physical inventory cycle counts. Handle large item deliveries to departments within the company.
- Work with Wrens Receiving in handling any shipments of products between divisions and coordinate weekly shipments via Pony Express. Also coordinate any shipments between Mines and/or other kaolin companies.
- Be able to operate a forklift. Obtain a Class A driver's license. Have knowledge of basic office skills. Be familiar with company policies relating to ISO 9002 standards.
- Be familiar with Company ISO standards that relate to Receiving.
- Perform above duties in a safe consistent manner and adhere to Thiele's company guidelines as set forth in the employee handbook.

Thiele offers excellent pay and a comprehensive fringe benefits package. This package includes medical and life insurance, dental, vision, sick pay, LTD, paid vacation and holidays, 401K, and educational assistance. Qualified candidates should email a resume to careers@thielekaolin.com. **Please note "Inventory Control Clerk" in the subject line.**

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

Thiele Kaolin Company is an Equal Opportunity Employer.

Thiele Kaolin Company is a Drug Free workplace.

