

Inventory Clerk

*your partner
in food safety*



Protecting the food chain for over three generations. Saving lives. Reducing costs, liability and risk.

At Birko, we take food safety seriously. Nothing is more important to us than making sure the food chain is secure, safe and pathogen free. That's why we're committed to providing the best in environmentally responsible chemistry, state-of-the-art equipment, and excellent customer service. It's all part of The Birko Advantage, an integrated food safety solution of chemistry, equipment and technology provided by highly trained and experienced service professionals.

Birko's expertise and innovation in food safety is built on a strong technical foundation and our team of chemists and microbiologists are industry-leading experts. We supply over 60% of the Top 100 U.S. protein companies and 90% of the top 10 U.S. beef processors. Our penetration in the brewery sector is equally strong as evidenced by our many customers who are winners at the Great American Beer Fest! And in produce, our customers span the nation and include companies with household names and trusted products.

The company is currently recruiting for an **Inventory Clerk** in the Denver (Henderson) office. This is a hands-on position and the incumbent will oversee all aspects of inventory control within a manufacturing environment. The Inventory Clerk will maintain an accurate accounting of inventory between physical and virtual inventory. This will include but is not limited to helping facilitate all inventory movements, production posting, and cycle counting tasks. Maintains a "can-do" attitude and continuously strives toward process improvement. Exemplifies Birko's values, mission and vision statements and core strategies throughout daily activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Works with the Operations team to ensure the accuracy of all inventory movements including: Receiving, Production, Repack/Relabel and Returns.
- Manage the posting of all production transactions to Microsoft Navision.
- Run daily production demand report, print production batch sheets, post production transactions, prioritize work flow, troubleshoot and resolve issues.
- Training of all key personnel to efficiently manage all inventory transactions and execute established procedures.
- Manage the production verification process.
- Manage the weekly inventory cycle count.
- Help facilitate the audited year end physical inventory.
- Responsible for all outside locations inventory reconciliation.
- Manage the Quality Control product inventory levels and report to appropriate stakeholders.
- Assist in the survey of unusable products (old, not moving, expired)
- Manage all product "Bin Locations" – on the floor and in Microsoft Navision.
- Develop and implement efficient inventory management procedures
- Special projects as assigned

SKILLS AND QUALIFICATIONS:

- 2 - 5 years of inventory management in a manufacturing environment.
- High School diploma or equivalent
- Process-driven with process improvement experience
- Strong mathematical skills
- Experience with Microsoft Office Suite
- Ability to communicate and collaborate across a diverse organization which includes remote locations
- WMS, ERP experience; Microsoft Navision a plus
- Chemical manufacturing experience preferred
- Attention to detail
- Ability to speak, read, and write in English

We recognize that our success would not be possible without the dedication of our employees. Employees at Birko are rewarded via a competitive compensation and benefits package and the opportunity to work with industry-recognized professionals in a growing company.

To apply, please send application materials, with HR Manager in the subject line, to HRInfo@birkocorp.com. Please note that Birko conducts background checks as well as pre-employment and random drug screens.

For more information about Birko, visit the company website at www.birkocorp.com.

