



Inventory Technician

Classification: Non-exempt
Schedule: 40-hour workweek

Location: Houston, TX
Reports to: Operations Manager

POSITION SUMMARY

The Inventory Technician plays a vital role in supporting the flow of materials through the production process. This position is responsible for cleaning, labeling, assembling, and organizing both manufactured and customer-owned inventory to ensure accuracy, quality, and readiness for further processing. The ideal candidate is highly detail-oriented, organized, and capable of working in a fast-paced manufacturing environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Parts Cleaning

- Wash and clean manufactured parts received from the machine shop to ensure they meet cleanliness standards for further assembly or shipping.

Labeling

- Apply identification (ID) stickers to all cleaned manufactured parts from the machine shop to facilitate tracking and inventory control.

Shop Order Parts (Build Bucket)

- Collect and organize manufactured and customer-supplied components per shop order into color-coded bins, ensuring completeness and readiness for the production team.

Customer-Owned Inventory Handling

- Tag and log transmitters received from customer-owned inventory to ensure proper tracking and processing in line with internal procedures and customer expectations.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- High attention to detail and organizational skills
- Basic computer literacy for data entry tasks
- Ability to follow detailed work instructions and maintain documentation
- Comfortable working in a warehouse or manufacturing setting
- Familiarity with Access MRP and QuickBooks is a plus



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EDUCATION AND EXPERIENCE

- High school diploma or GED preferred
- 1+ year of experience in inventory, warehouse, or manufacturing preferred
- Basic understanding of mechanical or manufacturing components is a plus

Physical Requirements and Environmental Conditions:

- Ability to stand and walk for up to 8 hours per day
- Ability to lift, push, and pull up to 50 lbs
- Occasional stooping, kneeling, or climbing during job order assembly or material handling
- Regular exposure to moderate noise and cleaning chemicals
- Use of hand tools, labeling devices, and PPE as required

All qualified applicants receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.