

Inventory & Product Transport Assistant

Schumacher Elevator Company is seeking a reliable and organized individual to join our team as an Inventory & Product Transport Assistant. The successful candidate will possess strong attention to detail, problem solving, and strategic thinking along with physical abilities to move and direct product in a manufacturing environment.

What you need for this position:

- High School diploma and 2+ years job related experience
- Excellent organization and attention to detail
- Ability to manage multiple tasks simultaneously in a fast-paced environment with minimal supervision and a high attention to detail
- Ability to problem solve and collaborate with internal customers to meet needs
- Experience with cycle counting programs and conducting physical inventory
- Physical abilities necessary to move or lift boxes, heavy components, and other manufactured and purchased materials
- Forklift certification (will train)
- Strong communication skills (written and verbal)
- Solid computer skills + hands-on experience with an MRP enterprise system

What you'll be doing:

- Coordinating the internal movement of components and finished goods to prepare for transport to field crews and wholesale customers
- Gathering necessary parts and supplies from job-specific pick lists to ensure complete shipments
- Assisting with the storage, staging, organization, and maintenance of large and small inventory
- Assembling component parts
- Processing inventory related transactions per MRP inventory role
- Moving or directing the moving of incoming and outgoing supplies
- Keeping accurate and up to date inventory records
- Assisting internal and external customers with part requests
- Performing alternate cycle count responsibility with other inventory personnel
- Assisting with shipping and receiving duties for parts and equipment
- Requisitioning parts to fill orders and for stock
- Reading blueprints
- Cross training with other inventory roles to assist when needed

The details:

For over 85 years Schumacher Elevator has been a well-known and respected family owned and operated company that designs, manufactures and services custom passenger and freight elevators.

Position is full-time, first shift. We offer a competitive wage and benefits package that includes medical, life and disability insurance, 401(k) match, PTO, paid holidays and bonus eligible. Post-offer background check and drug screen required.

We are an Equal Opportunity and Affirmative Action Employer.

How to Apply:

- Apply directly online through our website by uploading your resume and application.
- Send resume to Director of Human Resources, PO Box 393, Denver, IA 50622
- Email to Employment@SchumacherElevator.com.