

# **INVENTORY CONTROL CLERK**

## **2<sup>nd</sup> SHIFT (3:00 pm – 11:00 pm)**

### **Description/ Responsibilities**

- Entry of production into ERP system
- Scheduling shop orders
- Inventory cycle counts
- Quarterly physical inventory counts
- Investigation of inventory and scrap variances
- Reconciling items for end of the month accounting
- Other duties related to inventory and accounting as assigned

### **Skills required**

- Attention to detail
- Strong math skills
- Proficient with Microsoft Office Suite, specifically Microsoft Excel
- Regular and on-time attendance
- Ability to work independently and as part of a team
- Strong oral and written communication abilities
- Accounting experience preferred

***If you or someone you know is interested in applying for this position please contact Jennifer at ext. 443 or via email at [jennifer.tucker@belden.com](mailto:jennifer.tucker@belden.com)***