

## **Blodgett Job Opportunity**

<b>Department:</b>	Finance
<b>Job Classification:</b>	Inventory Control Associate
<b>Pay Range:</b>	\$19.00 - \$22.00

### **Job Description:**

*Responsibilities include but are not limited to:*

- Tag room duties. This includes viewing future orders that should be printed, releasing orders and distributing the orders to the corresponding lead.
- Maintain workorder planning. This entails changing dates and adding/deleting workorders.
- Administer cycle count for assigned areas. Print and distribute cycle count sheets, enter the data, and help reconcile any variances
- Maintain system data to ensure locations of part numbers are accurate
- Enter scrap tickets daily
- Run a weekly workorder close report and close out jobs that are fulfilled
- Run a negative report daily and reconcile

***Above job description is general and management may assign other duties.***

### **Qualifications Required:**

- Must be detail oriented
- Experience with Microsoft Office
- Excellent communication skills, both written and oral
- Must be able to combine professional demeanor with a positive attitude while working within the team environment
- Excellent interpersonal skills
- Committed to maintenance of a clean, organized, and safe work environment

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We offer a supportive and team-oriented environment, competitive salary, health, dental and vision plans, 401k, life insurance, short term and long-term disability, wellness programs, tuition reimbursement and COVID safe environment.

Blodgett is a subsidiary of the Middleby Corporation.

If interested please email resume and cover letter to Lynn Wolski, Director of HR at:  
[employment@blodgett.com](mailto:employment@blodgett.com)

*We are an equal opportunity employer.*