



Assistant Toolroom Clerk
Job Description

Job Responsibilities:

The Tool Clerk works directly under the Tooling Manager, executing all tooling related tasks. This position requires strict adherence to standards and attention to detail in all assigned tasks. The tool clerk receives all incoming supplies, organizes them, and distributes them to their proper storage. This involves keeping track of running inventories of nearly 1000 items in a systematic manner by updating physical inventories both on paper and on Excel based system. The tool clerk prepares all outgoing tooling packages (wrapping, boxing, creating purchase orders and shipping labels). The tool clerk maintains the tooling order database of all open purchase orders (Excel based system), as well as the filing of all incoming paperwork. The tool clerk also is responsible for sorting all tooling scrap for items that are recycled in various ways. The tool clerk creates all routine purchase orders, submits orders to various suppliers, and handles routine correspondence with them.

Skills Required:

Proficient with Microsoft Excel, Word, Outlook
Excellent typing skills
Ability to read and write English
Ability to lift up to 50 LB