

# JOB DESCRIPTION

## ELECTRIC MOTOR SHOP & SUPPLY, INC.

Position: Warehouse Cycle Counter/Driver  
Location: Fresno

Division: Distribution  
Reports to: Inventory Specialist

---

### **JOB SUMMARY:**

Cycle Counter is performs regular inventory counts and is responsible for maintaining a high level of inventory accuracy and integrity. Responsibilities include but not limited to monitoring and controlling inventory integrity, maintaining a product identification and location program, driving company vehicle to deliver parts if needed.

### **PRINCIPAL DUTIES & RESPONSIBILITIES:**

- Perform regular stock cycle counting during the year, while conducting reconciliation in case of discrepancies during cycle count schedule
- Follow and implement the approved cycle counting schedule, so that discrepancies are identified and reconciled in a timely manner
- Familiar with description, specification, and unity of quantity of material in order to perform accurate cycle counting and stock taking.
- Familiar with location of material in order to locate and county inventory in a timely manner
- Conduct regular physical verification to determine the actual quantity and account for variances
- Highlight areas of concern associated with inventory problems
- Implement and maintain a filing system of the facts, discrepancies, and issues identified during the cycle counting process in order to maintain accurate and easily retrieved records
- Follow all relevant safety, quality and environmental control procedures and instructions so that personal safety and the safety of others is not jeopardized
- Drive company vehicle to deliver parts to jobs
- Promote teamwork and assist others with their initiatives and efforts within the business unit
- Communicate well both verbally and in writing; daily ongoing communication with supervisor
- Required: Initiative, the ability to work independently, flexibility, enthusiasm, resilience, self-confidence, and self-motivation.
- Ability to learn and become proficient with workplace office programs
- Other Tasks as directed by division manager

### **REQUIRED AND PREFERRED QUALIFICATIONS (SKILLS, EDUCATION AND EXPERIENCE)**

The requirements listed below are representative of the qualifications necessary to perform the job.

*Education and Experience*

- Education: High school diploma or G.E.D. (accredited)
- Experience Preferred: 1-2+ years of experience working as a cycle counter

*Certificates, Licenses, Registrations or Other Requirements*

- California Drivers License with clean driving record

*Other Preferred Knowledge, Skills or Abilities*

- Proficiency with Microsoft Office Programs: Excel, Outlook, and Word.

**WORK ENVIRONMENT**

Listed below are key points regarding environmental demands and work environment of the job.

- Required to use motor coordination with finger dexterity (such as keyboarding, writing, etc.) most of the work day.
- Normal setting for this job is: warehouse setting.