



Cycle Counter -Job Description

Job Summary: A successful Nora Cycle Counter is responsible for monitoring warehouse inventory and performing cycle counting duties to ensure that all materials are properly verified and are reflective of reported inventory. The Cycle Counter will maintain inventory accuracy through proper counting, processing of material reports and transfers. The cycle Counter will also assist the Warehouse, Production, Engineering and Customer Service in locating materials.

Responsibilities and Requirements

The Cycle Counter will timely and safely complete responsibilities :

- * Cycle count materials based on the "ABC" grouping system which will be monitored by the Inventory Control Manager.
- * Research inventory discrepancies and submit accurate inventory and bin location reports.
- * Assist in determining root causes on inventory discrepancies and help implement corrective actions to eliminate repetitive errors.
- * Responsible for answering CS, Warehouse, Production and Engineering inquiries in a timely manner.
- * Assist all Warehouse Pullers locate materials.
- * Assist in updating dims and weights for all materials in database.
- * Always follow all safety rules and regulations.
- * Be able to carefully and safely drive the order picker and other warehouse equipment.
- * Always maintain a clean and organized work area
- * Any other tasks or projects may be assigned by Supervisor or Manager.

Requirements and Qualifications are but not limited to:

- * Minimum 1 year experience (3 years preferred)
- * Ability to lift up to 75 lbs
- * Ability to squat, sit, stand, walk, reach daily and as needed to perform all job functions
- * Must be able to work in a fast paced environment
- * Must be able to work in a team as well as independently
- * Basic PC knowledge
- * Perform different job functions within the organizations warehouse department
- * Must be able to follow procedures, best practices and report unsafe and unprofessional behavior
- * High School Diploma or Equivalent

Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.



Nora Lighting is a Drug-Free Workplace – Employment is subject to passing a drug test