



Job Posting # HR-2021-22
Posting Date: 09/24/2021

Stockroom Clerk, I

Intelligent Manufacturing Solutions, LLC,

Leaders in PCBA Rapid Prototype and On-Demand Manufacturing

Manchester, NH 03103

Apply: <https://www.imsCorp-us.com/careers/>

INTELLIGENT MANUFACTURING SOLUTIONS seeks a Stockroom Clerk, I to join our Team.

Company Background

Intelligent Manufacturing Solutions (“IMS”) is a leading provider of electronics manufacturing services with a unique specialization in quick-turn assembly of prototype, high-mix printed circuit boards, and build-to-order assemblies for customers primarily located in the Northeastern United States. IMS services a wide range of industries and assists customers with new product prototyping (with one, three, and five-day service available) and production assembly, inspection, and testing.

IMS has developed a customer base through its own sales team, targeting companies with new product development, prototyping, or variable-volume needs that value (and have demonstrated a willingness to pay a premium for) flexible manufacturing expertise, superior quality, strong design/ development capabilities, and rapid turnaround. IMS’ existing customers include some of the nation’s leading producers of medical, military/ aerospace, industrial, electronics, and robotics products. IMS has developed an operating expertise that positions it as a “problem solver” for its customers’ expanding product lines, and the ideal customer is often the one that other contract manufacturers turn away due to the size, complexity, and/ or short timeline of their projects. IMS’ quick-turn capabilities have been refined over years of operation and combined with its strong product quality, represents a competitive advantage over other aspiring providers.

IMS Website: <http://www.imsCorp-us.com/>

Position Summary

In this position you are responsible to accurately receive, store and manage inventory activities within the stockroom:

- Receives material, sub-assemblies, parts and products, places in inventory locations while maintaining FIFO.
- Kits material, sub-assemblies, parts and products from inventory using required documentation while maintain FIFO.

- Ensure items are in proper locations, both in reality and in system.
- Maintains appropriate records.
- Ensure all returns are segregated.
- Maintains the area in a clean, neat and orderly manner
- Responsible for the quality and accuracy of own work.

Knowledge and Skills

- Good verbal and written communications skills.
- Ability to use computer-based applications such as ERP, Microsoft Office products and other computerized systems.
- Organized and high attention to detail.

Education and Experience

- High school or equivalent level of education

Benefits

- Health Insurance
- Dental Insurance
- Life Insurance
- Long Term Disability Insurance
- 401k
- 8 Paid Holidays

Intelligent Manufacturing Solutions, LLC is an Equal Opportunity and Affirmative Action Employer. IMS is committed to ensuring equal employment opportunities for all job applicants and employees. Employment decisions are based upon job related reasons regardless of race, ethnicity, color, religion, sex, sexual orientation, age, national origin, disability, gender identity, genetic information, veteran status, or any other status protected by law.

IMS is an Equal Opportunity Employer: Female/Minority/Disabled/Veteran