



Inbound/Receiving Assistant

Sparex is seeking a motivated, hard-working, and detail oriented individual to fulfil our inbound processing and receiving assistant role.

Job Overview

As an inbound assistant your daily tasks will include:

- Processing of inbound shipments following direction of the receiver
- Physically putting processed parts into inventory locations
- Keep records of part numbers processed, processing dates, and bin locations on shipment paperwork
- Using computer software (Excel) to aid in keeping track of inbound inventory
- Completing other tasks around the warehouse in different positions as needed

Required Experience and Skills

- Basic computer skills required
 - o Familiar with Microsoft Office tools such as Excel and Word
 - o Ability to navigate internet / company website for various inbound related information
 - o Epicor Prophet 21 experience is a plus
- At least 1 year of steady experience in a warehouse environment preferred
- Must be able to work independently and as a team as duties require
- Ability to work in a fast paced environment to meet inventory processing deadlines (“Dock to Stock”)
- Must be able to lift up to 50 pounds regularly, occasionally lifting up to 100 pounds with another team member
- Must be able to stand and work on your feet for 8+ hours a day
- Forklift experience / certification is a PLUS
- Knowledge of agricultural parts is a PLUS
- Must have a flexible schedule to accommodate overtime requests as necessary
- High School Diploma required

Other Information

- Hours: 8:00 – 4:30 PM Monday – Friday
- Overtime as needed, Saturdays occasionally
- Bi-weekly pay schedule
- Health Benefits and PTO after 90 day review
- Yearly reviews with bonus opportunities

Sparex is an Equal Opportunity Employer.

Sparex