

Part-time Inventory Clerk - 10-20 hours per week.

The Inventory Clerk is responsible for the daily/weekly maintenance of inventory counts, as well as organization and straightening up of specific warehouse areas as assigned. Specific areas of focus will be assigned, and the Inventory Clerk is responsible for performing a physical count and reporting the counts to the Plant Accountant.

Responsibilities:

- Performs physical inventory counts, assuring unit quantities are correct.
- Accurately match numbers & letters, confirming an appropriate number of individual units or cases on a pallet.
- Attach identifying tags to containers or mark them with identifying information.

Contact:

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or

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