

SUMMERS MANUFACTURING COMPANY, INC.
POSITION DESCRIPTION

POSITION TITLE: SD Parts Sales/ Inventory Technician
IMMEDIATE SUPERVISOR: SD Warehouse Supervisor
SUPERVISION RESPONSIBILITIES: No

DEPARTMENT: Production
FLSA: Non-Exempt

1. GENERAL SUMMARY OF RESPONSIBILITIES:

Receive and process customer orders and incoming parts and materials. Monitor inventory levels and conduct cycle counts on inventoried material in SD warehouse. Key various data into computer.

2. SPECIFIC JOB RESPONSIBILITIES:

- A. Receive customer orders via phone, fax, email, and walk in. Enter received orders into Syspro.
- B. Collect, package, and ship items for customer orders. Forward completed orders to Accounts Receivable Department.
- C. Notify SD Warehouse Supervisor of items needed to be produced in order to fill customer orders.
- D. Monitor and maintain Spare Parts Forecast in conjunction with DL Parts Departments.
- E. Receive items placed in designated Parts Dept staging area and put in designated storage areas inside. Receiving steps include: count and verify that correct items were received as shown on packing lists. Record shortages and damaged items and inform Purchasing Department.
- F. Process incoming and outgoing transfers of goods between plants.
- G. Forward receiving reports to Cost Analyst.
- H. Forward warranty claims, returned goods, and forms to Warranty Department.
- I. Maintain copy of log of all UPS shipments and forward original log to Accounts Payable Department.
- J. Authorize Customer Goods Returns. Inspect and verify goods returned and forward completed returns to Accounts Receivable Department and Inventory Analyst.
- K. Assure timely completion of required cycle counts and reporting, by weekly counting, weighing, and/ or measuring of inventory items according to ABC classifications.
- L. Enter counts in Stock Take system of Syspro Inventory module. Run variance reports for review.

- M. Track and investigate quantity variances greater than the allowed tolerance(s). Keep records of findings and corrective actions taken. Perform root cause analysis to identify causes for variances. Present findings to management with recommendations for corrective actions.
- N. Enter counts in counting spreadsheet.
- O. Maintain bin locations in Item Master for all stock items.

3. JOB SPECIFICATIONS:

A. Education/License/Certification Requirements

- 1. High School diploma or equivalent, required.
- 2. Valid South Dakota driver's license with a clean driving record, required.
- 3. Forklift operator's license, required. Testing and licensing can be administered by Company Safety Coordinator.

B. Experience Requirements

- 1. Knowledge of, and experience with, various shop tools, preferred.
- 2. Basic mechanical ability required.
- 3. Experience with Syspro, or other ERP (Enterprise Resource Planning) software, preferred.
- 4. Basic knowledge of shipping and packaging methods, required.
- 5. Knowledge of Summers Manufacturing Company, Inc. products, required.
- 6. Good customer communication skills, required.

C. Physical Requirements

This position will involve that physical exertion found in a metal fabrication company making agricultural equipment and will include stooping, climbing, lifting and other such exertion necessary to become and remain familiar with plant type work.

- 1. Ability to walk and stand for long periods of time, throughout the workday, required.
- 2. Ability to sit up for long periods of time, throughout the workday, required.

3. Ability to stoop, bend and/or reach over head occasionally during the day, may be required.
4. Ability to kneel or crawl occasionally during the day may be required.
5. Ability to climb and balance occasionally during the day may be required.

D. Lift and Carry Requirements

1. This position requires frequent lifting and carrying boxes of incoming parts and materials weighing up to 50 lbs. in short distances up to 25 feet.
2. This position requires frequent lifting and carrying of parts and materials, weighing over 70 lbs. using hand truck, hoist or forklift.

E. Equipment/Tools Requirements

1. Ability to utilize forklift or hoists, required. Employee must be trained and authorized before using any forklift.
2. Ability to utilize packing and shipping tools such as steel banding equipment and floor scale, required.
3. Ability to utilize hand tools such as wrenches, hammers, screw drivers, air tools, etc., required.
4. Ability to utilize office machines such as telephone, computer, digital scale, postage meter, required.

F. Environment Requirements

This position involves work inside and outside the plant, where conditions may get dusty, hot, cold, noisy and smoky and may involve exposure to some odors:

1. Ability to work around fumes and chemicals, required.
2. Ability to work around moving parts, required.
3. Ability to work outside required.
4. Ability to work in adverse weather conditions, required.
5. Ability to work around loud noises, required. Hearing protection is mandatory in certain situations.

G. Competencies

1. Active Listening
2. Communication
3. Organized
4. Responsible
5. Relationship Building
6. Detail Oriented

By accepting a position within Summers Mfg. you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

- * Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.
- * Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.
- * Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company; by identifying problems, finding solutions, and being an active participant in sustaining those solutions.
- * Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.

JOB DESCRIPTION ACKNOWLEDGMENT

I acknowledge that I have received a copy of the updated job description for my position with Summers Manufacturing. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined, with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I understand that it is my responsibility to ask my supervisor or human resources for more clarification should I have any questions about my job duties and responsibilities or require a reasonable accommodation.

I understand, and have received a copy of my updated job description.

Signed: _____ *Date:* _____

Supervisor Signature

Date

Employee or Supervisor comments:

Return this form to Human Resources.