



Position Title: **Maintenance Clerk**
Department: Maintenance
Status: Part Time/Non-Exempt
Reports to: Plant Technical Manager

Essential duties and responsibilities:

- Processing of all work orders.
- Implementation of mobile app work order system.
- Managing stock inventory, ordering non-stock inventory.
- Purchasing maintenance items.
- Handling scheduling of preventative maintenance items.
- Assisting maintenance technicians with part sourcing.
- Maintaining preferred vendors.
- Tracking downtime issues dealing with maintenance related items.
- Picking up parts from local suppliers when needed.
- Creating preventative maintenance lists with new assets/equipment.
- Managing consumable items used by maintenance technicians.
- Other duties as directed by the Company or driven by customer/production demands.

Qualifications and required skills:

- High school diploma.
- Previous customer service/clerk experience preferred.
- Ability to work with supervision.
- Strong computer skills in Microsoft Office (Outlook, Word, Excel).
- Exceptional organization skills and the ability to multi-task.
- Ability to communicate clearly and effectively both verbal and written. Strong interpersonal skills are a must.
- Self-motivated.
- Administrative experience required.
- Ability to determine continuous improvement opportunities.
- Ability to work in a manufacturing/industrial environment
- Must have a clear and valid driver's license.
- Must be able to occasionally lift up to 50 pounds.