

# ATI Job Profile

## Inventory Clerk

**Location: Novi, MI USA**

ATI is seeking self-motivated individuals to fill positions in our Manufacturing group in Novi, Michigan. This is an hourly position with competitive salary and benefits.

### ***Responsibilities***

- The inventory clerk will handle material activities in support of the manufacturing operations.

### ***Qualifications***

The ideal candidate will have the following qualifications and skills:

#### *Essential Skills/Experience*

- Physical movement of materials within the manufacturing operations.
- Transactional movement of materials which includes but is not limited to receiving, manufacturing orders, and shipping.
- Cycle counting and other materials maintenance functions.
- Maintain a clean and organized work environment.
- Perform tasks with accuracy and maintain ATI Electronics quality standard.
- Any other task assigned by management.

#### *Desired Skills/Experience*

- Familiar with software in a Windows environment.
- Familiar with web based software.
- Familiar with Microsoft Office products.
- Familiar with handling of sensitive electronic components.
- Organized and detail oriented.
- Able to utilize material handling equipment (i.e. pallet jack, forklift, etc.)
- Must be able to lift 50 lbs and work on your feet all day.
- Able to communicate with colleagues in a positive manner.

*Essential Non-Technical Skills*

- Positive proactive attitude and solid work ethic.
- Strong communication skills.
- Strong organizational skills.
- Experience with Microsoft Office applications.
- Willingness to follow processes and procedures.
- Ability to work independently.

Candidates who meet the preceding qualifications should email their resume to [hr\\_us@accuratetechnologies.com](mailto:hr_us@accuratetechnologies.com).