

Hello & Nice to Meet You!

At MAE-Eitel, Inc., we straighten it out! We are a committed team of people who deliver innovative solutions! Being part of the global MAE Group, headquartered in Germany, MAE-Eitel is located in Orwigsburg, PA, We have a long history of service to the manufacturing industry providing high precision straightening machines, assembly machines, material handling and ancillary equipment. Our products and processing software feature many patented and innovative designs, placing the MAE Group as the leader in the global market.

In the United States, we are a team of approximately 40 employees and continue to design, manufacture, and service machines for the North and South American markets. Approaching challenges with a positive mindset and can-do attitude, we thrive when working outside our comfort zone and investigating new technologies, we enjoy learning new skill sets and developing new business opportunities.

We are passionate about our commitment to continue to grow manufacturing in the United States and provide people in Schuylkill County with rewarding job opportunities. We are unique, in that we place personality as our number one attribute when onboarding new team members. Our culture of customer service drives every action we take. Over the past years we have built an enthusiastic, hard-working, committed team and right now, we are looking for a new team member as an **Inventory Control Specialist**.

#### **Your Job Responsibilities Will Include:**

- The employee is responsible for pulling and issuing parts according to the pick lists which they receive from purchasing. The employee is expected to stage the parts in appropriate areas.
- The employee is the contact person for all kind of receiving from internal and external.
- External receiving: The employee is responsible for checking the quantity of the received boxes, visually inspect for damage and accept it. Damaged items need to be refused. They are expected to verify the part label to the packing slip and the purchase order. The employee is responsible to enter the information in the ERP-system and physically stage items in appropriate locations.
- Internal receiving: The employee is expected to retrieve items and match the part label to the job traveler and verify quantity. The employee is responsible to enter the information in the ERP-system and physically stage items in appropriate locations.

- The employee must ensure that any physical movement of parts is reflected with a transaction in the ERP-system. They are responsible for conducting cycle counts as directed. The employee is responsible for establishing stock storage locations physically and in the ERP-system.

- The employee is expected to perform other duties such as assisting purchasing when needed, and performing direct general labor regarding shipping and receiving related tasks like building pallets, moving inventory, preparing shipments, taking out trash, etc.

-Perform other duties as assigned.

**Your Job Requirements:**

- High school diploma or equivalent is a must.
- Previous material handling equipment experience is a plus.
- 1-3 years of experience in inventory, distribution and operational procedures is preferred.
- Intermediate computer skills (Microsoft programs especially Excel & Word) are preferred; experience with ERP systems is preferred.
- Experience in a Manufacturing Environment is preferred.
- Soft Skills: be a team player, approach challenges with a positive mindset, show a solution-oriented approach to problem solving, be organized, tedious, reliable and punctual.
- Physical requirements include being able to traverse distribution warehouse and access a variety of storage spaces and shelving units by stretching, squatting, and reaching; including prolonged periods sitting at a desk and working on a computer. Employee must be able to navigate warehouse and reach items both high and low. Employee must also be able to pass MAE-Eitel, Inc.'s physical capabilities test

**Benefits include:** paid time off, health insurance, dental insurance, vision insurance, healthcare reimbursement accounts such as HRA, 401K-plan, training and development opportunities, in-house coaching.

Please send your application, including your cover letter, your resume, and your availability to [usinfo@mae-group.com](mailto:usinfo@mae-group.com). We thank all applicants in advance for their interest; however, only those applicants who are being considered for an interview will be contacted.

We are looking forward to receiving your application and to get to meet you!

Your team of MAE-Eitel, Inc.

[www.mae-eitel.com](http://www.mae-eitel.com)

