



Material Control Specialist– Wellons, Inc.

If you would like to work for a company that has great benefits and provides a positive workplace atmosphere with an opportunity for growth, then you want to be a part of our team here at Wellons.

For over 50 years, Wellons has been a leader in providing biomass-fired energy systems, lumber dry kilns, and related products and services. Firmly established, Wellons provides customers with complete services in design, engineering and manufacturing, as well as installation services and on-site technical support.

We are looking for a fulltime Material Control Specialist to join our team in Vancouver, WA.

Key Responsibilities and Duties

- Experience reading engineering drawings and able to extrapolate or verify material lists for production use.
- Must be able to accurately perform physical cycle counts and understand the transactions behind reconciliation of those counts.
- 3 – 4 years' experience in steel fabrication or related field.
- Able to work in an integrated systems environment.
- Experience in, or an understanding of cost accounting concepts.
- Understanding of Purchasing / Buying processes.
- Must be fluent in written and verbal communication.
- Productive individual who is accurate, dependable and a team player.
- Process material requisitions for production and field installation from engineering documents and requisitions. This will include data entry and importing data into requisition and inventory systems.
- Conduct Physical Inventory counts, and reconcile the results.
- Process purchase requisitions for industrial components and raw material.
- Create cut lists from requisitions, nesting cut pieces from standard materials.
- Monitoring Inventory levels and processing of inventory transaction generated from cut lists and material requisitions.
- Responsible for Corporate part number database, the monitoring and classification of parts and associated data.
- Manage inventory control procedures to monitor the flow and timing of transactions.

Requirements

- Very strong background in computer skills including MRP and ERP Systems, and Microsoft Office Excel & Word.
- Understanding of material processes.
- Strong attention to detail.
- Strong math skills, including fractions and able to convert unit of measures for inventory with differing units for purchasing, stocking and manufacturing usage.
- Must have excellent people skills; able to work in a team environment; able to work across departmental lines effectively.

Benefits & Compensation

- Vacation, sick time, holiday pay, medical, dental, vision, profit sharing plan
- Salary: \$50,000.00 - \$55,000.00

