



JOB TITLE: Inventory Control/Warehouse Clerk
REPORTS TO: Warehouse Supervisor

LOCATION: Charlottesville, VA
FLSA STATUS: Non-Exempt

JOB SNAPSHOT!

Pepsi-Cola of Charlottesville, Virginia is searching for an **Inventory Control/Warehouse Clerk!** This entry-level role is responsible for shipping, maintaining, and reconciling warehouse goods. You may also provide assistance to the Warehouse Supervisor as needed for yearly audits.

- **This unique role works from 2:00 am to 10:30 am – so if you're a Night Owl – this role is for you!**
- **Hourly rate of pay is \$13.50 to \$16.00 depending on experience**

WHAT WORKING FOR PCVA PROVIDES:

- Competitive pay
- Comprehensive health and wellness benefits
- Great PTO (Paid Time Off)
- Company paid life and disability insurance
- Tuition Reimbursement
- 401(k) with employer match and profit sharing
- Learning and development opportunities
- Working with an essential company with stable employment
- And more . . .

THE INVENTORY CONTROL/WAREHOUSE CLERK IS RESPONSIBLE FOR:

- Responsible for every aspect of inventory control including; keeping detailed records of any changes in inventory or production.
- Perform counts and ensure all inventory is accounted for and reported according to company policy.
- Manage cycle counts of products inventories on a regular basis.
- Checks date-sensitive products for expiration and facilitate removal or transfer of product as needed
- Interact with vendors to ensure shipments are scheduled properly for the products they have received and file claims when defective products are discovered.
- Responsible for ensuring company's inventory remains sufficient.
- Maintain inventory records accurate of any changes in inventory.
- Monitor delivery schedule and customer orders.
- Perform process and systems testing to track performance by area to locate and solve problems in data integrity, productivity, and efficiency.
- Investigate problems in the inventory system and implement necessary improvements towards better business performance focused on customer satisfaction
- Assist in the organization and planning of the warehouse, moving, cleaning, and retagging of items as necessary

- Train staff in product dating and create procedures to eliminate loss
- Contact Salespeople to get close dated product out of the warehouse and instruct others on proper procedures for locating and utilizing product inventory
- Works assigned schedule, exhibits regular and predictable attendance and works overtime as required to meet workload demands. Performs other related duties as required.
- Work closely with other departments such as Sales, Shipping, Purchasing, and other Warehouses on routine and complex inventory topics
- Complete special projects which may include reorganization of a specific area or creation of a new process or procedure as guided by the Warehouse Supervisor
- Assist warehouse personnel with their tasks when inventory is completed.

PCVA IS LOOKING FOR:

- An entry level clerk
- High School Diploma / GED Preferred
- Effective oral and written communication skills
- Forklift experience preferred, but we will train
- Ability to work independently and as part of a team in a fast paced environment.
- Excellent organizational skills
- Great communication and interpersonal abilities
- Easily able to work in all types of weather conditions and must be able to occasionally work in a loud environment.
- Once properly training with equipment, safely and regularly lift/carry or push/pull up to 50 pounds.
- Able to be on your feet all day and wear safety shoes and other PPE

Family owned and operated for since 1908, Pepsi-Cola Bottling Company of Central Virginia is an Equal Opportunity Employer.