



MachMotion
14518 County Road 7240
Newburg, MO 65550
(573) 368-7399 | Fax (573) 341-2672

Inventory Assistant (Part-Time)

Overview: The Inventory Assistant will directly assist our Parts Manager. The Inventory Assistant will be responsible for the day-to-day management of incoming emails, creating and editing spreadsheets, assist with purchasing required goods, and confirm that all products for all jobs arrive on time.

Anticipated schedule: 10am-3pm, Monday through Friday but it is negotiable. No more than 30 hours per week.

Responsibilities:

1. Keeping accurate records pertaining to inventory
2. Manage parts email account
3. Assist with ordering parts
4. Posting delivery dates and tracking numbers
5. Keep updated records
6. May assist in job costing
7. Assist with warranty or returned parts
8. Follow up with vendors on back ordered items
9. Other duties as assigned

Knowledge, Skills, and Abilities:

- Excellent oral, written and verbal communication skills
- Highly proficient in Excel
- Working knowledge of Quickbooks
- Willing to switch tasks as priorities change
- Ability to multi-task in a fast-paced office
- Excellent communication and interpersonal skills
- Outstanding organizational skills

Education and Experience:

- High-school diploma or GED required
- Relevant job experience preferred
- Must have a proficient level of computer and data entry skills