

# Receiving and Inventory Associate

## Náplň práce

### HOW YOU WILL MAKE AN IMPACT

Receiving and Inventory Associate will oversee the receipt, inspection, and documentation of incoming materials and products. The ideal candidate will ensure all incoming shipments are accurately processed and documented in a timely manner.

### YOUR TASKS:

- Receive and inspect incoming shipments for accuracy and quality.
- Verify shipment contents against purchase orders and packing lists.
- Document and record all received materials and products in SAP
- Communicate any discrepancies or damages to the appropriate departments.
- Maintain an organized and efficient receiving area.
- Cycle Counting
- Ensures operational excellence through lean management systems such as 5S, TPM, Kamishibai, etc.
- Provide support to other functions within the Supply Chain team when needed (i.e. shipping, material handling, etc.)
- Ensure compliance with safety and company policies.

## Profil kandidáta

### WHAT YOU BRING TO THE ROLE

- Intermediate computer skills required
- High School Diploma or GED
- Strong attention to detail is critical, as defects in cured products can be challenging to repair.
- Ability to follow written and verbal instructions precisely.
- Strong communication skills and a proactive approach to problem-solving.
- Ability to work independently and as part of a team.
- Proven experience operating a forklift
- Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas, now or in the future, for this job opening.
- No relocation assistance is offered for this position.

### ADDITIONAL WAYS TO STAND OUT

- Proficiency in using inventory management software (SAP) and Microsoft Office Suite.
- 1+ years experience in a receiving and inventory position.

### THE PERKS:

- Immediate Benefits



ID pozície  
**REF85039A**

Pracovná oblasť  
**Logistika**

Miesto práce  
**Halstead**

Úroveň vedenia ľudí  
**Leading Self**

Flexibilita  
**Onsite Job**

Právnická osoba  
**ContiTech USA, Inc.**

- Robust Total Rewards Package
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- Employees 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional.
- And many more benefits that come with working for a global industry leader!

## Čo ponúkame

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Ready to drive with Continental? Take the first step and fill in the online application.

## **O nás**

### **THE COMPANY**

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2024, Continental generated preliminary sales of €39.7 billion and currently employs around 190,000 people in 55 countries and markets.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 42,000 employees in more than 40 countries and sales of some 6.8 billion euros (2023), the global industrial partner is active with core branches in Asia, Europe and North and South America.

Are you ready to shape the future with us?