



# EMPWR - Industrial Maintenance Inventory Specialist

Ambitious. Nutritious. Delicious.



## **Raise the bar with us!**

At EMPWR USA, Inc we are not sitting still. In McMinnville we currently have three production lines for nutrition bars and currently undergoing construction to add more production space!

A new line for us, that means a lot of opportunities for you!

## **A Day in the Life:**

The Maintenance Parts Clerk will be responsible for managing inventory, ordering parts, and ensuring the availability of essential maintenance supplies. This role requires attention to detail, strong organizational skills, and the ability to work efficiently in a dynamic environment.

### Responsibilities:

- Maintain accurate and up-to-date inventory records for maintenance parts and supplies.
- Monitor stock levels and initiate purchase orders to replenish supplies as needed.
- Collaborate with maintenance and facilities teams to understand their parts and supplies requirements.
- Receive, inspect, and store incoming parts and supplies in designated storage areas.
- Keep track of stock levels and usage patterns to optimize inventory management.
- Work closely with vendors to negotiate pricing, terms, and delivery schedules.
- Perform regular audits to ensure inventory accuracy and identify discrepancies.
- Coordinate with the maintenance team to ensure timely availability of parts for repairs and preventive maintenance.
- Generate reports on inventory levels, usage, and procurement activities.
- Other duties as assigned.

## What You Bring:

- Proven experience as a parts clerk, inventory control, or related role.
- Strong organizational and multitasking skills.
- Attention to detail and accuracy in data entry.
- Excellent communication and interpersonal skills.
- Proficient in using inventory management software and Microsoft Office Suite.
- Ability to work independently and collaboratively in a fast-paced environment.
- Familiarity with maintenance and repair terminology is advantageous.

## There are plenty of reasons to work at EMPWR USA, such as:

- **Competitive Salary:** \$25.00 per hour, with opportunities for advancement.
- **Health and Wellness:** Comprehensive health insurance (medical, dental, and vision)
- **Paid Time Off:** Enjoy 2-weeks paid time off (PTO) and paid holidays, so you can rest and recharge, spend time with family, or pursue personal interests.
- **Retirement Plans:** Plan for the future with our 401(k) retirement plan options, including an automatic **3%** company matching to help you save for retirement.
- **Work-Life Balance:** We understand the importance of balance. Our fixed work schedules make it so you know your time off, allowing you to plan fun activities.
- **Modern, Safe Work Environment:** Work in a facility that is modern, clean, with comfortable temperature and adheres to the highest standards of safety and quality.

<https://www.empwrnutrition.com/>