

Inventory Clerk

Cunova Service USA is seeking an organized, dependable, and self-motivated Inventory Clerk to join our team. This is an entry-level, full-time position and is a great opportunity for someone who is detail-oriented and enjoys working with parts, materials, and inventory. Little to no prior experience is required; we are willing to train the right candidate.

Job Overview

- **Position:** Inventory Clerk
- **Location:** Titusville & Pleasantville, PA
- **Job Type:** Full-Time
- **Pay:** \$18.00–\$21.00 per hour, depending on experience

Key Responsibilities

- **Fulfill Inventory Pick Lists:** Locate and prepare parts and materials required for specific jobs.
- **Cycle Counting:** Perform routine physical inventory counts and compare quantities against documented inventory records.
- **Inventory Accuracy:** Investigate and help resolve inventory discrepancies and variances.
- **Inventory Level Control:** Assist with maintaining appropriate minimum and maximum inventory levels.
- **Inventory Organization:** Help maintain an organized, accurate, and efficient inventory system.
- **General Inventory Support:** Assist with other inventory and material-handling activities as needed.

Qualifications & Requirements

- **Experience:** No prior inventory experience is required. Previous experience with general hardware, industrial equipment, parts, or materials is a plus.
- **Computer Skills:** Basic computer skills required. Familiarity with Microsoft Excel is a plus.
- **Organization:** Strong organizational skills and the ability to keep accurate records.

- **Attention to Detail:** Ability to accurately identify, count, record, and locate parts and materials.
- **Communication:** Good verbal and written communication skills.
- **Work Ethic:** Dependable, self-motivated, and willing to learn.

Benefits

- Health, dental, and vision insurance
- 401(k) with company matching
- Referral Bonus
- Quarterly Profit-Sharing Bonus
- Paid time off (PTO)
- Paid holidays

If you are organized, dependable, detail-oriented, and looking for an opportunity to learn and grow, we encourage you to apply.