

**TITLE: Manufacturing Transaction Coordinator**

**DEPARTMENT: Manufacturing**

**REPORTS TO: Production Supervisor**

**BENEFITS:** Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

**Specific Duties:**

- Issue material for picked jobs in Syteline.
- Complete daily cycle counts and corresponding Syteline transactions.
- Complete root cause investigation for all counts with discrepancies.
- Document cycle count and root cause determination information in an Inventory Adjustment Report.
- Work with Plant Manager to identify and map storage locations for existing and new components.
- Complete additional reports related to production and inventory as directed.
- Maintain a neat, clean and organized workplace.

**Job Qualifications:**

- High School Diploma or equivalent required
- Knowledge of general manufacturing process
- Computer knowledge of Microsoft Windows, Word, Excel and other computer programs
- Good communication skills
- ERP experience preferred
- Syteline experience preferred
- Ability to move about the office and factory work stations

**Work Environment:**

ADA Physical/Mental/Workplace Requirements

- Able to lift and/or move up to 50 pounds
- Able to stand (75%); walk (20%); stoop, kneel or crouch (5%), as required
- Able to wear safety glasses and foot protection throughout shift
- Able to wear hearing protectors (ear plugs) throughout the shift while working in an environment with moderate noise levels

To apply for this position, please complete an [employment application](#) and send to [careers@gorbel.com](mailto:careers@gorbel.com).

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