



Receiving / Inventory Assistant

At Syntrio, receiving / inventory assistants are essential to the success of our shipments. We count on them to track orders and accept shipments, as well as inform the team of any discrepancies or errors. We are searching for a qualified receiving clerk to help maintain our company inventory and operations. The receiving / inventory assistant will take responsibility for tracking incoming and outgoing items, reducing errors, and ensuring the quality of our inventory. Syntrio is committed to serving our clients in the best way possible, and this starts with keeping our own inventory accurately reported and organized.

Objectives of this role

- Maintain warehouse inventory records.
- Ensure quality and accuracy of shipments.
- Reduce the occurrence of errors and lost items in shipments.
- Oversee the successful delivery of items to and from the warehouse.
- Increase visibility into Syntrio shipping processes.
- Act as a liaison between Syntrio and its vendors

Responsibilities

- Track and label items within the warehouse
- Monitor shipments going into and out of Syntrio facilities.
- Communicate with drivers and suppliers to monitor the location of items.
- Monitor the quality of warehouse items.
- Accept items for delivery.
- Taking inventory of office supplies and placing orders.
- Other duties as assigned.

Skills and qualifications

- Strong organizational skills
- Keen attention to detail
- Willingness to learn new procedures and equipment.
- Ability to thrive in a team.



- Problem-solving skills
- Basic math skills
- Ability to lift 50 pounds or more.

Preferred qualifications

- Experience with inventory management software
- Strong interpersonal communication skills
- Knowledge of warehouse operations and processes
- Experience with warehouse equipment
- Familiarity with record-keeping best practices
- Understanding of safety regulations
- Experience with Microsoft Office Applications

Must be able to pass a pre-employment background check and drug test.

Must have a valid Drivers License.