

## **19-ALL-0517 Materials Control Clerk**

Alliance Spacesystems LLC has an immediate need for a Materials Control Clerk. A 40-hour workweek is standard but at times additional hours may be required to fulfill the duties and responsibilities outlined below.

### **Position Summary**

In support of Los Alamitos facility and under the directions of the Operations and Purchasing departments, the Materials Control Clerk will fully support the needs and schedules of Manufacturing by means of parts and materials handling, moving, storage and inventory transactions. Frequent use of forklift or other mobile equipment will be required to execute job duties and responsibilities.

### **Duties and Responsibilities:**

- Kit all hardware for work orders furnished and assigned by Production Control.
- Issue Prepregs and adhesives associated with work orders assigned.
- Identify kit shortages.
- Search for shortages in:-
  - Alliancweb Inventory tool.
  - Inventory Logs - all associated log sheets.
- Transfer Global Shop inventory into Global Shop work orders as directed by Purchasing.
- Furnish job kits to manufacturing per scheduling system.
- Furnish consumable items (adhesives etc.) to manufacturing to fulfill all work order needs during shift variance or time off, (sick, vacation, etc.) of Materials Control Personnel

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time without or with notice.*

### **Education / Qualification / Experience:**

- High School Diploma or General Education Diploma (GED)
- Available to work modified Work Schedule based on customer requirements
- Available to work overtime hours when needed
- Entry Level
- Prior forklift experience preferred

### **Work Environment**

- Job duties are to be performed throughout the whole facility, generally warehouse environment, with moderate noise, with outdoor travel required to satellite warehouse locations, occasionally work located in office environment

### **Physical Requirements:**

- Frequently required to stand or sit for extended periods of time, more than 50% of work shift
- Frequently required to walk to move or traverse in/out of office and warehouse
- Frequently required to use hands/fingers to handle or feel
- Occasionally required to climb or balance to ascend/descend ladder to access shelved items

- Occasionally must position self to stoop, kneel, crouch or crawl to handle materials
- Ability to follow written or oral instructions regarding daily tasks and job duties
- Ability to read, write and effectively communicate in the English language.
- Work at a desk using a computer.
- Ability to occasionally lift and carry objects weighing < 50lbs. a distance of 200'
- Ability to operate a forklift.

**Work Schedule:**

- The standard start time is 5:00am to 1:30 PM, but requirements may change depending on company needs, this start time could be moved forward or backward on a daily basis.
- The standard workweek is Monday thru Friday, 8 hours per day.
- Pre-shift, post-shift and weekend overtime may be required.

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**TO BE CONSIDERED FOR THIS POSITION, PLEASE VISIT OUR WEBSITE: <http://alliancespacesystems.com/careers/> AND FILL OUT AN APPLICATION AND UPLOAD A RESUME.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law.

The Company will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

**\*Must Be A U.S. Citizen Or Greencard Holder\* ITAR, 22 CFR 120.15 [U.S. Person Information](#)**

Alliance Spacesystems LLC participates in [E-Verify](#).

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.  
EEO Is the Law [Poster](#) and [Supplement](#).