



## JOB DESCRIPTION

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Job Title: Inventory Technician      Approved: 09/21/20  
Job Classification: Hourly      FLSA Status: Non-Exempt  
Department: Receiving      Reports To: Inventory Supervisor  
Work Location: Vista, CA

### **FLUX POWER, INC.**

Flux Power develops advanced lithium-ion batteries for industrial uses. Flux Power solutions utilize its proprietary battery management system (BMS) and in-house engineering and product design. Flux Power batteries deliver improved performance, extended cycle life and lower total cost of ownership than legacy lead-acid solutions. Flux Power sells primarily to lift equipment OEMs, their dealers and battery distributors. Current products include advanced battery packs for motive power in the lift equipment and airport ground support markets.

### **Job Summary:**

The Inventory Technician performs general labor and light clerical duties related to receiving, inspecting, storing, issuing, and delivering a variety of materials, equipment and supplies to the production assembly lines and other key projects. Assist in packaging product/batteries to ship to customers. Must be able to operate a forklift and perform work with close attention to detail (part numbers, accuracy on counts, data entry).

### **Essential Duties and Responsibilities:**

- Receive all incoming packages/parts and verify against packing slip for accuracy
- Data entry of receipt of deliveries
- Communicates discrepancies of deliveries
- Check Outlook email daily for tasks and communication
- Track and locate inventory
- Load, unload, move material within warehouse onto or from pallets, trays, racks, and shelves by hand, forklift and/or pallet jack.
- Organize, maintain and control parts and inventory locations
- Receive and/or issue parts via control forms
- Keep detailed records
- Assist with cycle counts and inventory discrepancies
- Communicate effectively with other personnel
- Maintain clean work area
- Team player, flexible, and eager to learn
- Ability to adjust to other duties, responsibilities and activities that are changed or assigned as needed with or without notice

### **Required Education and Skills:**

- Minimum of 2 years of previous job-related experience
- High school diploma/GED
- Knowledge of Excel and ERP experience preferred

- Ability to read, write and communicate verbally in English
- Basic reading, writing and arithmetic skills are required
- Ability to use hand tools
- Ability to lift up to 50 pounds consistently
- Ability to operate a forklift – Forklift Certification a plus
- Must maintain highest level of professionalism with other team members and while under pressure
- Ability to work in fast paced environment
- Ability to work independently with minimal supervision
- Bilingual in English/ Spanish a plus

### **Other Duties**

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 with or without notice.

### **Benefits**

- Medical, dental and vision insurance options-
- 401K Plan
- Life Insurance
- Paid Time Off
- Paid Holidays

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*\*\*\*Flux Power is proud to be an equal opportunity employer committed to providing employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability, or any other class protected by Federal, State or local laws. Flux Power complies with all employment eligibility verification requirements of the Immigration and Nationality Act and all must have the authorization to work in the US.*