

Inventory Clerk

The Marki Microwave **Inventory Clerk** position is a full-time position designed to support several product lines. This position requires the following:

Responsibilities and Duties:

Receive and accurately record raw materials and processed subassemblies from vendors.

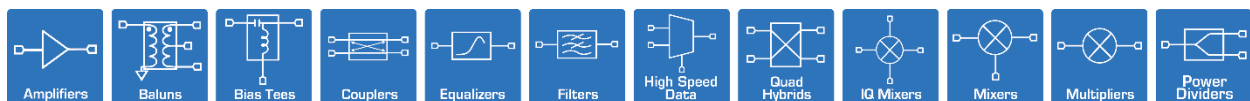
- Accurately assign lot control information as required.
- Label, barcode and stock materials properly.
- Prepare required documentation for internal processing of inventory materials.
- Gather and prepare documentation to send subassemblies to vendors for processing.
- Prepare and complete system documentation used to control materials throughout the manufacturing process.
- Maintain accurate inventory information in the computer system by entering and posting Inventory transactions such as materials issue and adjustments, as needed.
- Execute accurate physical inventory counts, as assigned, to maintain accurate inventory information in the computer ERP system.
- Accurately kit materials for work orders, as required.
- Assist with other warehouse/inventory duties, as needed.

Qualifications and Skills:

- Strong attention to detail is a must, including accuracy with numbers.
- Solid communication skills, written and oral.
- Able to use computers to record information, process email, etc.
- Preferred 1-3 years experience in inventory management, manufacturing.
- HS graduate; some post-secondary education preferred.
- Positive, focused, self-motivated team player.
- Experience with electronics, purchasing, and/or planning is a plus.
- Inventory management tool experience (ERP, MRP, SAP, Sage 100) is a plus.

Job Type: Full-time

To Apply: Please email your resume to careers@markimicrowave.com.





About Marki Microwave

Shattering Performance Barriers Since 1991

At Marki Microwave our goal is to invent technologies to empower the RF and microwave industry to *design faster, simplify production, eliminate complexity, and shatter performance barriers.*

We achieve this goal through intensive research, product development, advanced and carefully controlled production, and world class customer support. We have a multi-decade legacy designing high performance microwave electronic components, demonstrating technical leadership through collaboration with thousands of customers spanning markets including commercial wireless, military and test and measurement. Our extensive knowledge base is enhanced with state-of-the art CAD, and in-house production, test and measurement capabilities through 67 GHz.

Marki Microwave is a privately-owned company based in Morgan Hill, California, 30 minutes from downtown San Jose in Southern Silicon Valley. We offer a full benefit package including holiday pay, PTO, medical/dental/vision insurance, and a 401(k)/profit sharing plan.

Marki Microwave is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation, gender identity and pregnancy, national origin, disability, or protected Veteran status, or any other characteristic protected by applicable federal state or local law. US Citizen or US Permanent Resident in accordance with ITAR compliance requirements, as defined by 22 C.F.R. & 120.15 is required.

