



Job Title:	Documentation and Inventory Specialist	Job Category:	
Department/Group:	Maintenance	Salary Range:	
Location:	Sauget, IL	Travel Required:	
Grade/Level:		Position Type:	Non-Exempt
Classification		Reports to	Maintenance Manager

Summary

The Maintenance Documentation and Inventory Specialist's primary responsibility is to assist the Maintenance Manager in specifying and purchasing equipment, repair parts, maintenance supplies, materials and services as needed to support plant operations while supporting the policies, goals, and objectives of the company.

Essential Job Functions

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Work with Maintenance Manager and the operations department to ensure parts and materials are appropriately requisitioned to complete planned jobs.
- Building strong vendor relationships to ensure the best possible pricing and availability.
- Facilitate the exchange of all purchasing and receiving paperwork and month-end accruals with the accounting department.
- Inspect received orders for accuracy and then receive purchase order with correct items and quantity.
- Manage parts to insure accurate, complete, and organized inventory.
- Data entry/log keeping in multiple Excel databases for tracking of metrics
- Identify parts that will need to be repaired and returned monthly.
- Put parts away, keep parts organized, change location for inventory in the system and reprint labels as needed
- Managing the work order backlog
- Tracking of work status, need materials, and deadlines.
- Verify accuracy and completeness of all documentation and records generated or used by Maintenance.
- Stock parts and organizes warehouse.
- Participates in programs and procedures required to ensure plant cleanliness.

Qualifications



Education and Pertinent/Proven Experience. The minimum requirements for education and experience are listed below. Consideration will be given to individuals with an equivalent combination of education and experience.

- High school diploma.
- Post-secondary education and /or a technical trade certificate is an asset.
- Candidates with experience in ethanol, chemical, oil refining or other similar processes preferred.
- Experience in parts inventory, ordering and management is helpful.
- Self-Motivated
- Organizational and communication skills
- Strong attention to detail, analytical and possesses a proven result orientation.

Physical Requirements

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- The employee must regularly lift and /or move up to 50#.

Working Environment:

- The employee is regularly exposed to dusty conditions.
- The employee is regularly exposed to high noise environments.
- The employee will regularly be exposed to chemicals used in the process.

This job description is intended to describe the general nature and level of work performed. It does not include all responsibilities and skills required of the job and may be changed at any time. All responsibilities must be completed in compliance with all safety protocols, policies, procedures and consistent with the spirit and philosophy of the company.

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Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	