

## Inventory Control Clerk

Microbiologics, a leading global manufacturer of biological controls and standards, is currently seeking an Inventory Control Clerk to join our team! As an Inventory Control Clerk of Microbiologics, you will be responsible for inventorying and shipping of Microbiologics' products and materials.

### Essential Responsibilities:

- Quarantine and release of items to be used for production
- Documentation of inventory and disposition for items, resale and supplies
- Store, inventory and distribute Microbiologics' products meeting all national and international requirements for shipping
- Maintain documentation of storage, shipping and distribution
- Field all export related inquiries
- Ensure criteria for exporting is met

### Physical Requirements and Environmental Attributes:

- Use of close vision, depth perception and ability to adjust focus
- Frequently lift and move up to 25 pounds frequently
- Occasionally lift and move up to 50 pounds to waist height unaccompanied
- Coordinated use of hands and fingers to grasp, feel objects, transfer small items from one hand to another, fine manipulation, and bilateral reach with arms
- Regularly required to work with or around chemicals
- Regularly work directly with Risk Group I and Risk Group II bacteria, yeast and fungi

### Desired Education/Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- High School education or equivalent required
- Previous related experience and/or training required

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If you are interested in joining our team as the Inventory Control Clerk position, please submit an application to [hr@microbiologics.com](mailto:hr@microbiologics.com).