



Inventory Coordinator – full time – Monday-Friday 7am-4pm

As the Inventory Coordinator, you will work from our main office on Illinois Avenue in Mansfield and be responsible for the inventory at all Cline Fire locations (currently including a branch on Trimble Road in Mansfield and one in Findlay, Ohio).

Inventory Responsibilities:

- Order parts and issue purchase orders
- Receive parts and deliver to the designated Cline Fire location using a company vehicle
- Track and maintain appropriate levels of inventory at all Cline Fire locations, taking ownership of the organization of all parts rooms
- Stage parts for technicians, ensuring they have the correct parts to conduct their daily jobs
- Return and track parts needing sent back to vendors, ensuring the appropriate credit/replacement part(s) is received
- Monitor and update work orders in the company software requesting parts to be ordered or returned
- Track company-owned tools and equipment
- Other duties and responsibilities as assigned

Position Requirements:

- Well-developed organizational and prioritization skills
- Strong computer skills
- Effective written and verbal communication skills
- Ability to work accurately and efficiently in a position with varying day-to-day demands
- Ability to pass a drug test, background check, and BMV check
- Valid driver's license with good driving record that ensures your eligibility to be covered on the company's insurance policy

Compensation:

Compensation will be based on an hourly wage for actual time worked with an hour unpaid lunch. Pay for wages and benefits will be issued fortnightly through company payroll. This position is eligible for PTO and holiday pay in accordance with Cline Fire's policies and the health insurance and company-matched retirement plan offered by Cline Fire, but no additional benefits or compensations, whether directly stated or implied.

Cline Fire, LLC is an equal employment opportunity employer.