



2 March 2010

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

### JOB DESCRIPTION

**POSITION TITLE:** Inventory clerk  
**DEPARTMENT:** Manufacturing  
**REPORTS TO:** Assistant Production Manager

**GENERAL FUNCTION:** Responsible for performing the administrative duties and physical tasks involved in processing materials into manufacturing inventory, pick inventory parts to supply manufacturing work orders, and fill in where required to ensure smooth production.

**KNOWLEDGE:** Requires data entry and other computer-related skills, should be flexible and able to adapt rapidly to new tasks, and must be self-motivated and detail-oriented with good organizational skills. Also requires the ability to accurately count, package, and label various types of parts used in assembly of electronic equipment. Must be capable of some heavy lifting and standing for extended periods of time.

**DUTIES AND RESPONSIBILITIES:** Process parts from inventory for assembly using documented instructions. Maintain proper documentation records, computer database or otherwise, and provide information and records to others as required. Act as a backup for other personnel in Inventory/Receiving. Other tasks as assigned by supervisor.

This is a part-time (noon to 5:00 pm), hourly position with full employee benefits, including paid medical and dental insurance and retirement. Only qualified applicants considered. If you are interested and meet the above qualifications, forward a completed *CSI Application for Employment* (available at [www.campbellsci.com](http://www.campbellsci.com)) to Campbell Scientific, Inc., 815 West, 1800 North, Logan, UT 84321-1784. Campbell Scientific, Inc., is an EEO/AA company.