

KELLEY MANUFACTURING CO.

Job Posting: Parts Receiver and Stockman

Address: Kelley Manufacturing Co.
80 Vernon Dr.
Tifton, Ga. 31794
www.kelleymfg.com

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Job Description: KMC is seeking a qualified candidate for a Parts Receiver and Stockman. Would prefer someone with knowledge of farm equipment parts, a good memory, computer skills, phone etiquette and knowledge of the Agricultural Industry.

- receive parts from all departments and verify part numbers and put them up in location.
- maintain correct locations of parts on shelf and in system.
- check for backorders or orders against parts and notify parts sales that parts are being received.
- spot checking inventory to help maintain accurate inventory counts when not receiving parts.
- expediting parts from other departments for parts if needed.
- help with customers or pulling orders when caught up, someone absent or in busy seasons.
- Any other task(s) as assigned.

Benefits: KMC has excellent medical and other benefits such as participation in KMC's Employee Stock Ownership Plan (ESOP), accumulation of vacation hours, holiday pay, etc. Salary is based on qualifications and experience.

Qualifications:

- High School Diploma