

# Warehouse Clerk 1

**Location:** Menomonee Falls, WI, US, 53051

**Job ID:** 102882

The Leonardo DRS Naval Power Systems business is a trusted provider of innovative naval gas and hybrid power systems, control technology and support solutions for the U.S. Navy and navies around the world.

## Job Summary

Performs maintains production and distribution of material by pulling orders from inventory. Then delivering the staged and organized material to the operations floor.

## Job Responsibilities

- Maintains inventory by identifying, labeling, and placing materials into stock
- Locates material then pulls and verifies to open manufacturing orders
- Manages return-to-stock materials and verifies item, quantity, visually inspects, and places items into stock
- Prepares finished stock for shipment by identifying, pulling, and moving product to the shipping area
- Perform Cycle Count functions
- Complete necessary clerical functions associated with the stockroom such as processing daily, weekly, monthly reports
- Follow prescribed procedures as directed
- Perform other duties and assist in projects as directed by supervision and/or group leaders
- Train and/or assist other employees as required
- Maintain common material handle practices of product that pertains to warehouse storage

## Qualifications

- High School diploma or equivalent
- Requires some inventory/warehousing computer skills such as to retrieve data and look up information
- Ability to utilize a RF handheld scanner
- Previous experience operating a forklift (Preferably stand-up)
- 1-2 years previous warehouse/inventory/shipping or DRS experience
- Ability to maintain a high level of accuracy while dealing with a high level of repetitiveness
- Responsible for employee compliance to safety requirements on a daily basis
- Supportive and active participation in continuous process improvement initiatives
- Exhibit positive attitude and professional demeanor
- Adhere to time and attendance policies
- Timely completion of tasks
- Able to work in a team
- Basic computer skills such as Email and SharePoint
- Maintain 5S and a safe work environment
- U.S. Citizenship required

## Physical Requirements

While performing the duties of this job, the employee must frequently lift and/or move up to thirty-five (35) pounds, be able to stand for up to 9 hours a day and perform walking, lifting, bending, stooping and kneeling requirements. Specific vision abilities required by this job require frequent use of a computer monitor.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*In compliance with Executive Order 14042 and the Company's desire to protect the safety and health of our employees, customers, and communities, effective October 1, 2021, as a condition of employment the Company requires all newly hired US employees be fully vaccinated.*

*Leonardo DRS, Inc. and its subsidiaries and affiliates are equal opportunity employers and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by law. #NPS*