

# Inventory Clerk

Theodore, AL and Jacksonville, AR

**Contact us today -- Go to work tomorrow 334-221-0062, [Jon@InLine.com](mailto:Jon@InLine.com) or Apply Online: [www.InLine.com/Careers](http://www.InLine.com/Careers)**

## Job Description:

- Assist with the Management of Warehouse and Yard Organizing Shelves, and Materials Inventory
- Corresponding with subcontractors and vendors regarding project specific information and performing general office functions.
- Greet visitors and Answer phones
- Obtain mail, scan and forward to appropriate parties
- Shipping and Receiving
- Compile and Submit Certified Payroll Reports; enter into databases as required
- Enter requisitions for Purchase Orders and check requests into Great Plains
- Maintain office supplies
- Experience with Microsoft Dynamics Great Plains Preferred
- Fork Lift Operations
- Staging of project specific materials for teams

**Job Type: Full-Time**

## Benefits:

- Health, Dental, and Vision Insurance.
- 401K plus company matching
- Company phone or allowance
- Paid personal leave
- Paid holidays
- Opportunities for growth in a cutting-edge industry.
- Only full-time employees eligible and a waiting period may apply.

## Schedule:

- 8 hour shift Monday to Friday

## Work Remotely:

- No

## Salary:

- \$18.00 - \$25.00 per hour

## Industry:

**Intelligent Transportation Systems (ITS)  
Communication Networks and Electrical Construction**

## Our Culture is described as:

- Innovative and Forward-Thinking
- Team-Oriented and Collaborative.
- Safety and Quality First
- Commitment to Employee Training and Growth
- Respect and Integrity
- Community and Environmental Responsibility
- Dynamic and Supportive Work Environment



888-4-InLine | [InLine.com](http://InLine.com)

# UNLEASH YOUR POTENTIAL

## Now Hiring Laborers

### Over 30 Positions Available

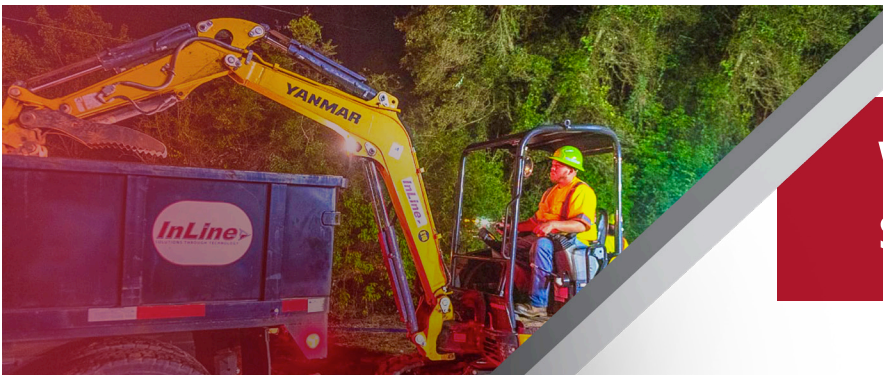
InLine, a leader in the Intelligent Transportation Systems (ITS) and Communication Network Construction industry, is currently seeking OVER 30 individuals to expand our talented team!

#### What We Offer:

- Comprehensive on-the-job training – no experience required!
- Opportunities for skilled laborers to work on state-of-the-art equipment.
- Competitive pay and benefits package, including health insurance.

#### Your Qualifications:

- Valid driver's license (CDL is a plus).
- Ability to work in physically demanding situations
- Eagerness to learn new skills
- A positive attitude and commitment to teamwork



**Wages Starting from  
\$15-\$36/Hour**

Contact us today – Go to work tomorrow! | **334-221-0062** | [jon@InLine.com](mailto:jon@InLine.com)

Learn more about InLine and how to apply | [InLine.com/careers](https://InLine.com/careers)



InLine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or protected veteran status and will not be discriminated against on the basis of disability.