

Date: 08.31.17



The NFI Difference

FUEL YOUR AMBITION

NFI is a team of entrepreneurs working toward a common goal — growth. Our employees are driven, motivated and quick on their feet. They know what it takes to make an impact. Together we are striving to diversify our services to become a one-stop shop of end-to-end logistics solutions for our clients.

As an employee, you are our most valuable asset, and we invest in you, enabling you to take ownership of your business and make it your own. To achieve your goals. At NFI, your growth isn't just a possibility, it's a probability.

We are currently hiring for the following positions:

- Forklift Operator
 - Friday-Monday, 7:00am to 5:30pm
 - Sunday-Thursday, 6:00pm to 2:30am
- Inventory Control Supervisor

Facility Location: 23534 South Central Avenue, University Park, IL 60449

For an overview of this job description and directions on how to apply, please go to www.nfiindustries.com and click on "CAREERS". Type "**University Park**" in the Keywords box to learn more about this opportunity and to apply online

FORKLIFT OPERATOR ROLE DESCRIPTION

Location: University Park, IL

Job Type: Full-Time

Description

Essential Duties & Responsibilities:

- Unloads inbound shipments safely and moves product to storage locations
- Stacks and stores merchandise in designated areas using a forklift, clamp, push-pull or other powered equipment
- Pulls and prepares products for shipment
- Ensures that the exact number and type of product is loaded and shipped
- Performs picking duties in an efficient manner meeting customer service standards
- Moves product from staging and/or storage areas into trailers
- Operates all equipment in a safe and efficient manner following prescribed work methods
- Maintains appropriate records and reports to guarantee inventory control and security
- Assists in physical inventories
- Ensures proper stock rotation
- Conducts cycle counts as requested
- Must have Excel knowledge plus general computer knowledge.

Requirements:

- At least 1 year experience forklift experience and/or using warehouse distribution equipment
- Willingness to become forklift certified
- Attention to detail
- Excellent customer service skills

Other:

- Must be able to lift and/or pull 50 lbs without restriction
- Must be able to work in varying facility conditions.
- Ability and availability to work irregular or extended hours including nights, weekends and holidays as needed

INVENTORY CONTROL SUPERVISOR ROLE DESCRIPTION

Location: University Park, IL

Job Type: Full-Time

Description

Essential Duties & Responsibilities:

- Supervises Inventory Control Clerk(s) on a day-to-day basis
- Oversees the daily cycle counts, slot audits and the reconciliation of activities between systems
- Ensures timely reporting and communication to the proper staff as needed
- Oversees the entire Inventory Control department to ensure that all procedures are being followed properly and in a timely fashion
- Ensures that customer requirements are accurately reported in the timing provided by the customer
- Plans, executes and reconciles physical inventories
- Prepares analysis of adjustments activities report
- Researches to reconcile inventory discrepancies
- Provides training for Inventory Control Clerks and ongoing training to educate staff
- Attends industry related seminars
- Assists in projects as needed by the General Manager
- **Work Schedule: M-F 7AM-5PM**

Requirements:

- At least 1 year experience in similar position
- Computer applications experience using MS Office
- Excellent oral and written communications skills
- Excellent analytical and mathematical skills
- Excellent customer service skills

Other:

- Must be able to lift and/or pull 50 lbs without restriction
- Must be able to work in varying facility
- Ability and availability to work irregular or extended hours including nights, weekends and holidays as needed