



Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It is an international ministry with a vision to reach every language group in the world with the Gospel and the teachings of God's Word. From a modest beginning over thirty eight years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

Position Summary:

The Warehouse Inventory Clerk reports directly to the Warehouse Manager. This position is responsible for controlling the physical inventory in the warehouse. Ranging from the placing, receiving, and transferring of product, the Operator is also responsible for the daily inventory pull to fulfill orders.

Essential Functions:

Inventory Control

The main objective is controlling the physical inventory by maintaining accurate numbers in the warehouse spreadsheet and keeping constant communication with the Shipping and Accounting departments. This is accomplished through executing the following tasks.

- **Accurately Receive Merchandise**
 - Meet each shipment at the dock and unload.
 - Verify counts with second participant.
 - Fill out purchase order and delivery paperwork
 - Submit completed forms to Operations Processing & Reporting
- **Log and Process Product**
 - Verify counts with second participant.
 - Log merchandise into the warehouse spreadsheet.
 - Print inventory tags.
 - Move received merchandise into the warehouse steel.
- **Pull inventory**
 - Coordinate with warehouse lead when orders are printed.
 - Review pull list and determine items that need to be pulled from the steel.
 - Pull needed items to complete orders for print run.
 - Review picking shelves and backfill as needed.
 - Revise warehouse spreadsheet to reflect items pulled.
 - Print tags, verify counts and re-tag pallets.
- **Pull and Process Transfers & Pick-Ups**
 - Pull inventory for transfers as directed by the Warehouse Manager and Purchasing.
 - Review pull list and determine items that need to be pulled from the steel.
 - Pull needed items to complete orders for transfer.
 - Revise warehouse spreadsheet to reflect items pulled.
 - Palletize pulled products.
 - Print tags, verify counts and re-tag pallets.
 - Fill out BOL and in-house paperwork.
 - Coordinate pick-ups with vendors.
- **Bulk Stock**
 - Maintain sufficient bulk stock on the floor to meet high volume order items expectations.

- Keep bulk stock organized and limited to only very high volume items.
- **Month End Inventory**
 - Verify with receiving clerk and Inventory Manager that all received items are indeed received and logged into MPX.
 - Make sure all items are either in the steel, on the picking shelves or in the bulk row.
 - Verify all counts on the bulk items and enter them into the warehouse spreadsheet.
 - Review the warehouse spreadsheet for accuracy and turn over to Inventory Manager.
 - Turn over spreadsheet to Inventory Manager.
- **Fiscal Year End Inventory**
 - Assist the Warehouse Manager with the year-end Inventory process.
 - Pull all pallets designated by auditor.

Other Duties:

- Check and respond to emails at every opportunity.
- Pack and ship orders when main responsibilities are complete.
- Be available to assist with any other warehouse operation as the need arises.
- Clean up at the end of day.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications:

- 1 year experience in a warehouse
- Good communication skills
- Proficient with Excel and Word
- Fork lift certified (preferred)
- Must be able to key 35 WPM

Education:

- High School Diploma

Other Requirements:

- Position is full time in Turning Point's international headquarters in Lakeside, CA.
- Must be a like-minded believer and share our passion to deliver the unchanging Word of God to an ever-changing world.

Please email your resume, cover letter and Christian testimony to jobs@davidjeremiah.org