



2048 Mercer Road Lexington, Kentucky 40511-1071 USA • 859-233-4599 • [www.audioauthority.com](http://www.audioauthority.com)

Date: September 1, 2019

**Re: Inventory Associate**

At Audio Authority, we use our expertise in electronic design and manufacturing to create innovative products that solve problems and improve the lives of our customers, associates, and business partners. The size and culture of our company makes it a great place to grow professionally in a healthy environment that values the dignity of work. We are conducting a search for a talented, self-motivated designer and writer to join our team as Inventory Associate.

**Desirable Qualities and Skills**

- Must be able to read and follow written and verbal instructions
- Must be familiar with computers
- Must have attention to detail
- Must be flexible, dead line oriented and be able to time manage
- Label parts correctly and place in the correct bin location
- Set up stock as in "last in first out" method
- Monitor and ensure accuracy of all inventory transactions
- Must have problem solving skills
- Cycle count and ensure accuracy of inventory
- Must work in a timely fashion
- Must work within a team environment and also individually
- Confer and coordinate with Team Leader, Quality Control and our internal customers
- Dedication to achieving Company goals and objectives
- Must keep area clean and organized
- Previous inventory experience a plus

To apply, please contact:

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