

The Company

Goodridge is a UK-headquartered business, founded on a race heritage going back to 1969.

With sales offices in the US, alongside manufacturing plants in the US, Mexico and Europe, we are a profitable and fast-growing designer and manufacturer of premium brake, fuel, oil, and coolant fluid transfer lines serving customers across North America.

We are large enough to have the funds to invest in our growth but small enough to lack the bureaucracy of larger corporates.

Our team, from sales, through design, to sourcing and manufacturing, are passionate about what they (we) do for our customers.

We partner with renowned 2- and 4-wheel race teams and constructors, aftermarket performance parts distributors, as well as global manufacturers of the world's most desired ultra-premium and super-car brands, as well as the world's leading aviation and defense businesses.

We are looking for someone who is passionate and energetic, with strong communication skills, general PC skills with MS Office software knowledge, to work in our Stores Department as:

The Role:

The purpose of this position is to help the Stores Department with orders, organizing, and shipping of our inventory.

Location:

Mooresville, North Carolina

Key Responsibilities:

- Responsible for completing any assigned task in a timely manner and to the quality expectations of both the customer and the company.
- Prioritize all orders by ensuring that quality standards are met, orders are pulled and/or packaged and dispatched to meet customer requirements.
- Understand, cooperate and comply with plans and objectives as directed by the management team.
- Establish and maintain good standards of communication, relations, and initiatives with all other departments.
- Complete training requirements in a timely manner.
- Assists in counting and recording inventory.
- Unloading, storing, and issuing inventory items.
- Assists in keeping stockroom, warehouse and loading area in a clean and orderly condition.

Qualifications:

- Years of experience in related field: 1 – 3
- Excellent communication skills (verbal, written, presentation, listening)
- General PC skills with MS Office software knowledge at basic level
- Ability to create and maintain collaborative relationships with customers and coworkers
- Ability to create and maintain record retention and retrieval systems appropriate for position
- Successful completion of secondary school education.
- Basic mathematical skills required.
- Able to handle multiple tasks simultaneously

Application:

To apply for this position, click on the link and follow the directions: <https://app.trinethire.com/companies/38718-goodridge-usa/jobs/95883-stores-clerk>