

## SkyLine/SkyBest

**Seeking applications for the following temporary full-time position:**

- **Inventory Coordinator, West Jefferson location**– Duties: Maintaining the appropriate inventory for scheduled installation, maintenance and plant construction. Works with purchasing in the requisition of materials. Identifies, labels and maintains the warehouse or yard location for all stock items. Responsible for maintaining inventory records in the financial software. Accepts daily shipments from various delivery carriers. Reconciles receipts and quantities to purchase orders. Will operate a forklift, hand tools, computer terminal, office equipment and vehicle. High School diploma or equivalent is required. Associate or four-year college degree or equivalent work experience is preferred. Monday – Friday, day shift.

Please apply online by 5 pm, November 20, 2018 [www.skybest.com/jobs](http://www.skybest.com/jobs)