



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Warehouse & Inventory Control Clerk (EP-062226-01)

Location: Centralia, Illinois

Wages: \$25.00 to \$27.00 per hour

Intermountain Electronics (IE) is a leading provider and manufacturer of custom engineered Process, Electrical Control and Power Distribution turn-key solutions to the Data Center, Industrial, Power/Utility, Oil & Gas, Mining industries in North America. Our products range from large scale one-off custom Power Distribution, Control and Process systems to standard off-the-shelf electronic/electro-mechanical components. Reporting directly to the Procurement Manager, we are currently seeking a Warehouse & Inventory Control Clerk for our Day Shift to be based at our Centralia, Illinois, facility.

Why you will love working at IE

You will love the challenge, interesting and varied work, and endless opportunities, but most importantly you will love working with a team of fun loving, driven, and generous go getters that take deep personal pride in being part of a family that is building the infrastructure that powers the world.

Benefits

- Competitive salary
- PTO (Paid Time Off)
- Paid Holidays (10)
- Medical and Dental Plans
- Teladoc 24/7/365 Access to U.S. Board Certified doctors
- Employee Assistance Program
- Company Paid Life Insurance
- Supplemental Vision, Life, STD & LTD Insurance
- 401K- Company match up to 6% of base salary.
- Health Savings Account (HSA) with available company match up to \$2000 based on family size.
- Paid Parental Leave

Position Summary

Monitor and control inventory; ensure inventory levels of stock items are maintained without interruption of daily business production.

Essential Functions

Other Duties as Assigned

Inventory Control

- Manage and maintain accurate levels of stock items.
- Verify clerical computations against physical inventory stock count.

- Perform cycle counts per finance's documentation and lead. Get count sheets, count items; investigate errors and discrepancies; resolve issues post completed report.
- Make quantity adjustments for non-stock, and obsolete part numbers.
- Ensure that excess material and job return material is added as an on-hand item.
- Performs an annual physical count of inventory.
- Review obsolete inventory items annually. Put these items on eBay, scrap bins, or trash.
- Determine what should be stocked as an inventory item depending on demand and inventory turns.
- Ensure excess material and job return material is added with an on-hand item.
- Quantity adjusts any stock inventory items that were checked out during night shift.
- Ensure optimal supply of parts and components are always in stock to minimize inventory costs and to ensure there are no delays to manufacturing process.
- Take proactive steps to keep inventory low by returning to vendors, coordinating with project managers/engineering, and coordinating with sales for selling to customers.
- Print sales order pick list each morning and pull parts.
- Maintain inventory shelves and keep parts in the appropriate place, physically move inventory when needed and document in Epicor.
- Operate forklift to move or hoist shipments from shipping/receiving area to inventory stocking area.
- Ensures items are stored in an orderly and accessible manner.
- Inspects physical condition of warehouse and equipment.
- Keeps warehouse area clean and organized.
- Ensure all inventory parts are clearly labeled with part number, description, and bin number.
- All racking, for inventory items, is labeled with bin numbers

Teamwork/Communications

- Confers with department heads to ensure coordination of warehouse activities with activities of other functions such as production, sales, records control, and purchasing.
- Train and assist shop personnel with inventory control and maintenance.
- Promote a team environment by exhibiting a positive and helpful attitude with team members while working towards shared team goals.
- Seek ways to improve efficiency while maximizing accuracy by fully utilizing available resources and actively seeking to improve performance.

Other Essential Duties

- Maintains regular and consistent job attendance. Follows and complies with IE Core Values.
- Maintaining a safe working environment established by Intermountain Electronics, safety guidelines. Follow and comply with IE safety program.
- Willing to work overtime when necessary.

Knowledge, Skills and Abilities

- High School Diploma or equivalent plus three years' experience in the inventory control area using automated warehouse management and/or inventory systems.
- In-depth knowledge of IE organization and operations, procurement principles, policies, & procedures.
- Strong background and knowledge in the production and manufacturing of electrical distribution equipment related to mining industry

- Attention to detail
- Good PC skills, proficient in Word, Excel, and MS Outlook, EPICOR and other specialized purchasing applications.
- Must be able to interface effectively with all levels of internal employees, customers and vendors.
- Must be detail oriented with good organizational skills.
- Requires good communication skills, both verbal and written.
- Must possess basic computational ability.
- Ability to work in a fast-paced environment with multiple concurrent assignments.
- Ability to identify work priorities and function with very little supervision.
- Must be team player and self-motivated.
- Bottom line focus to delivering value to the organization.
- Ability to stand for up to 10 hours or more
- Have good manual dexterity
- Show good judgment
- Must have the ability to bend, squat and lift/and or move up to 60 lbs. on a regular and continuing basis

Work Schedule

Candidate must be able to work a 40-hour work week and additional time as required.

Shift: Work 6:00 a.m. to 3:30 p.m., Monday through Friday with EVERY OTHER FRIDAY OFF!

Disclaimer: An offer of employment with Intermountain Electronics is conditional upon the successful completion of a background check and drug screen, subject to applicable laws and regulations.

Intermountain Electronics, Inc. is an Equal Opportunity Employer

HOW TO APPLY

To apply, email a resume and cover letter to Brenda Malone at: brenda.malone@ie-corp.com

**Man-Tra-Con Corporation is a member of the American Job Center network,
and an Illinois workNet partner.**

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. © Copyright 2026 Man-Tra-Con Corporation.