



Inventory Clerk

CTL Amedica is an ISO 13485 certified and FDA registered Medical Device Company headquartered in Addison, Texas. CTL designs, manufactures and distributes medical device products and systems for spinal surgeons; specifically implants and devices. We are currently seeking an Inventory Clerk with experience in inventory control and logistics.

Duties:

- Allocate and distribute inventory to staff for customer orders, testing and demos
- Control inventory out and returns while keeping a detailed log
- Help maintain PAR levels and MOQs
- Report inventory that falls below MOQ to purchasing staff
- Confirm orders for inventory staff during daily shipments
- Assist in inventory counts, whether annual or cycle count
- Operate the inventory systems to update and keep track of parts moving within our facility and outbound items

Required Qualifications:

- Prior inventory management experience
- Detail oriented and organized
- Working knowledge of Microsoft office
- Excellent communication skills
- Familiarity with loss and theft prevention

Preferred Qualifications:

- Medical field experience preferred but not required

Required Education Level:

- High School Diploma (or equivalent)

Job Status:

- Full Time

Location:

- CTL Amedica Headquarters – 4550 Excel Parkway, Ste. 300, Addison, TX 75205

Company Benefits:

- Opportunity for advancement, 401K, Great health plans, Dental and vision coverage, Paid sick days, holidays and vacation days

Submit resumes and questions to awilsey@ctlamedica.com