



Join our dynamic team!

Job Title:	Inventory Coordinator	Location:	Mountain Pass, CA
Regular/Temporary:	Regular	Full/Part Time:	Full-Time
Exempt/Non Exempt:	Non-Exempt	Shift:	Day Shift

POSITION OVERVIEW:

The Customer Service / Warehousing Department is responsible for the management of the product inventory with a value in excess of \$20MM. Upon completion of the product lots within Operations, the materials are transported to on-site warehousing for storage and preparation for shipment. Due to the value of the product inventory, critical processes must be in place to ensure that the inventory is properly accounted for, sampled, analyzed, labeled, and stored to maintain lot identity and integrity.

RESPONSIBILITIES:

- Input all product information into MineMarket at the time of production.
- Communicate to the Analytical Laboratory the required analysis for each lot to ensure that customer requirements are satisfied. Ensure that the analytical technique will meet those requirements as set forth by the customer.
- Ensure that samples are submitted to the analytical, laboratory in a timely manner, enter lot information into MineMarket.
- Coordinate the effort at month end to ensure that all lots and their corresponding analysis are submitted prior to closing.
- Input lot analysis into MineMarket upon completion by the Analytical Laboratory.
- Notify the CS/Warehouse Manager of the status of the production lots on a periodic basis.
- Coordinate the sampling and repackaging of purchased materials for customer sales.
- Work with Shipping in repackaging purchased materials according to customer specifications.
- Reconcile the product inventory on a monthly basis to ensure that all production, sales, feed, and inventory adjustments are documented and balance with the MineMarket inventory. Generate reports of all transactions to the CS/Warehouse Manager on a monthly basis.
- Makes recommendations for the modification of efficient work processes (SOP's).
- Manage other projects within the department as required by the CS/Warehouse Manager.
- Communicate with operations concerning product needs, packaging requirements, and customer requirements as dictated by product sales to customers.

POSITION REQUIREMENTS:

- 2 – 3 years of experience in the mining/chemical production industry with a very strong math and science background preferred
- Past experience or familiarity with warehouse management methods.
- Strong verbal and written communication skills
- Ability to work effectively across multiple departments to ensure that production requirements are met.
- Strong computer knowledge and a working knowledge of MS Office Suite (particularly Excel) and MRP software
- Must be able to lift and control up to 50 pounds with or without accommodation.
- Must have excellent interpersonal skills and must be able to communicate effectively both written and verbally.
- Demonstrated organizational ability, the ability to work with little supervision, and follow-through with multiple assignments.
- Must have strong attention to detail.

WORKING CONDITIONS:

- Our facility is at an elevation of 4700 feet
- Department of Labor Demand Category: Very Heavy
- Employees are subject to extreme weather conditions
 - Freezing winter weather
 - Extreme desert summer heat
- Work is in a mine or manufacturing plant setting, which may include exposure to moving mechanical parts, toxic chemicals, risk of electrical shock, explosives, fumes or airborne particles.
- Occasionally may be required to lift moderately heavy objects (up to 30 pounds) during the course of the workday.

-To apply for this position, please forward your resume to hr@molycorp.com
ALL RESUMES MUST SPECIFY FOR WHICH POSITION(S) YOU WISH TO BE CONSIDERED
ALSO, PLEASE PLACE THE JOB TITLE IN THE SUBJECT LINE OF YOU EMAIL-

Benefits:

Medical
 Dental
 Vision
 Life Insurance
 Flexible Spending Accounts (Health & Dependent Care)
 401(k) with an outstanding Company match provision
 Long Term Disability
 Employee Assistance Program
 Educational Reimbursement
 Paid Time Off (vacation, sick, holidays)

EEO/AA

