

# **Inventory Control Clerk**

## **Reporting To:**

Parts Supervisor

## **Working Hours:**

Monday – Friday, 8:00 AM – 2:00 PM

## **Job Type:**

Immediate, Part-Time, Temporary, 3 Month Assignment

## **Work Location:**

Columbia Metropolitan Airport (KCAE) in West Columbia, SC

## **About Eagle Aviation**

Eagle Aviation is a premier 24-hour/7 days per week Fixed-Base Operator (FBO) in Columbia, South Carolina, with a rich history of over 55 years in the aviation industry. We specialize in 24-hour/7 days per week line service, maintenance, avionics, aircraft completions, aircraft sales and support services, consistently delivering high-quality solutions tailored to our clients' needs. Our team is driven by a passion for aviation and a dedication to providing exceptional service. Become part of our team and help us continue our legacy of setting new standards in quality and service in the aviation industry.

## **Job Description**

Eagle Aviation is seeking a full-time Inventory Control Clerk to support inventory counting and tracking within our Parts Department. This role is responsible for conducting physical inventory counts, recording counts accurately on count sheets, and reporting any discrepancies found during the counting process. The ideal candidate is dependable, detail-oriented, and comfortable working independently in a warehouse environment. Previous inventory experience is preferred, but not required.

## **Key Responsibilities:**

- Count inventory and accurately record counts on count sheets
- Report discrepancies including missing stock, damaged goods, or shelf-life concerns
- Maintain organized and accurate inventory documentation

**Job Requirements**

- Strong attention to detail
- Good organizational and communication skills
- Ability to perform basic math calculations accurately

**Compliance**

- Must be at least 18 years old
- Must be able to pass drug screening
- Must have a valid Driver's License with reliable transportation

**Compensation**

\$15.00/hr

Nothing in this job description restricts managements rights to assign or reassign duties or responsibilities to this job at any time.