



**Job Title:** Inventory Management Specialist

**Job Status:** On site

**Location:** Mount Pleasant, Wisconsin

**Job Summary:**

Conveniently located in Mount Pleasant, Racine Railroad Products is a Wisconsin family-owned business, proud to provide innovative equipment and tools to the most prominent rail customers in the world. Our Maintenance-of-Way equipment is designed to ensure our customers receive the benefit of improved safety, performance and reliability.

The Inventory Management Specialist is responsible for the accurate receipt, storage, movement, and issuance of raw materials and bulk inventory within the stock room. This role supports manufacturing operations by ensuring materials are properly identified, located, and available to meet production schedules and customer shipment requirements. Accuracy, organization, and adherence to safety and inventory control procedures are critical to success in this position.

**Essential Duties:**

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| 30% | <p><b>Inventory Receiving &amp; Put-Away</b></p> <ul style="list-style-type: none"> <li>• Receive raw materials, bulk inventory, and purchased components.</li> <li>• Verify quantities, part numbers, and condition against purchase orders and packing slips.</li> <li>• Accurately record receipts in the ERP system.</li> <li>• Label, identify, and store materials in designated stock room locations.</li> </ul>                   |
| 30% | <p><b>Inventory Control &amp; Accuracy</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate inventory records through proper transaction processing.</li> <li>• Perform cycle counts and assist with physical inventories.</li> <li>• Identify, report, and help resolve inventory discrepancies.</li> <li>• Follow FIFO, lot control, serial tracking, and other inventory control requirements as applicable.</li> </ul>  |
| 10% | <p><b>Material Handling &amp; Order Fulfillment</b></p> <ul style="list-style-type: none"> <li>• Pull and issue materials for work orders and internal manufacturing use.</li> <li>• Pick, stage, and issue materials for sales orders and customer shipments.</li> <li>• Ensure materials are delivered to the correct work centers in a timely manner.</li> <li>• Maintain orderly staging areas to support production flow.</li> </ul> |

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| 10% | <p><b>Stockroom Organization &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Maintain a clean, organized, and clearly labeled stock room.</li> <li>• Follow all safety policies, including forklift operation, PPE requirements, and material handling procedures.</li> <li>• Identify opportunities to improve storage efficiency and material flow.</li> <li>• Assist in maintaining compliance with internal and regulatory requirements.</li> </ul> |
| 10% | <p><b>System &amp; Documentation Support</b></p> <ul style="list-style-type: none"> <li>• Use ERP and inventory management systems accurately and consistently.</li> <li>• Complete required documentation related to inventory transactions and material movements.</li> <li>• Communicate inventory shortages, damages, or issues to Supply Chain and Operations teams.</li> </ul>  |

**Skills & Qualifications:**

- High school diploma or equivalent.
- Prior experience in inventory control, stock room, or warehouse operations preferred.
- Basic computer skills and experience using ERP or inventory systems.
- Strong attention to detail and accuracy.
- Ability to follow written and verbal instructions.
- Good organizational and time management skills.
- Forklift certification (or ability to obtain certification).
- Ability to work independently and as part of a team.

**Physical & Work Environment Requirements:**

- Ability to stand, walk, and move throughout the stock room for extended periods.
- Ability to lift up to 50 pounds, with or without reasonable accommodation.
- Ability to operate material handling equipment such as forklifts or pallet jacks.
- Use of PPE as required (safety shoes, eye protection, gloves).

**Benefits Include:**

- Insurance coverage including medical, dental, vision, life insurance, as well as a health savings account (HSA)
- Culture committed to work life balance with hybrid schedules and generous PTO
- Company-wide bonus program
- Assistance with continuing education

If this opportunity is a fit for you, please send your resume and starting salary requirements directly to [careers@racinerailroad.com](mailto:careers@racinerailroad.com) and we'd love to get the process started.

If you'd like to learn more about the Racine Railroad Products family, please visit our website at <https://www.racinerailroad.com> or on LinkedIn at <https://www.linkedin.com/company/racine-railroad-products/>.