



2858 US Hwy 70 W  
Black Mountain, NC 28711-9111  
Tel. (828-350-5300)  
Fax (828-686-4556)

**Department:** Shipping & Stores

**Job title:** Storekeeper

**Responsibilities:**

- Under moderate supervision, ensures proper receipt of goods, conformance to specification, and correct storage
- Receives into stockroom, material for storage for eventual use
- Checks material against requisition for identification condition and proper count. Maintains file on receiving and inspection acceptance requisitions
- Ascertains that material is properly packed to avoid damage in subsequent storage. Places material in proper location
- Issues material upon receipt of properly authorized withdrawal requisition
- Counts, identifies, arranges, stacks, and checks outgoing material prior to release from stockroom
- Notifies supervisor of damage, shortages, discrepancies, etc., in material
- Maintains continuous inventory records showing material received and disbursed, and amount of available stock
- Keeps stock orderly and clean in accordance with company safety practices and procedures
- Allows only authorized persons to enter stockroom

**Qualifications:**

- High School Diploma or equivalent & 1 - 5 years related work experience

To explore employment opportunities, please send your resume and salary history / requirements to the following address or contact our Human Resources department at the number listed below.

**KEARFOTT CORPORATION – Motion Systems Division**

2858 US Hwy 70 W  
Black Mountain, North Carolina 28711-9111  
828-350-5300  
Fax: 828-686-4556

Email: [careers@asheville.kearfott.com](mailto:careers@asheville.kearfott.com)  
[www.kearfott.com](http://www.kearfott.com)

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